- # SUBMIT ACCESS FORM
- # CHECK E-MAIL FOR PASSWORD

- **https://schooltool.neric.org/SchoolTool_WPRT/**

➢ **Enter email & password**
(parent@westportcs.org) (Westport1)

➢ **Home page:  student(s) , tabs, messages**
This screen will list all students you have access to.
TABS: Campus, Account (change password here), Messages (reminders)

➢ **The Purple Triangle** – brings you to information screen for each student.

➢ **Verify information – notify school of any changes**

➢ **Sub Tabs & envelope icon**
1. Schedule: view schedule – email all teachers or individual teachers
2. Attendance: can be checked daily (check for excused/unexcused and verify with Nurse if necessary)
3. Grades: see report card grades, progress report grades or up-to-date grades.  You also have the ability to email teachers from this screen.
4. Assignments:  shows course assignments, dates they are due and grades given if applicable.
5. Letters:  this is a list of letters sent to you from the Nurse regarding attendance if applicable.

**To obtain access to the PARENT PORTAL you must complete and submit a Parent Portal Access Form!**

**IF YOU NEED ASSISTANCE ACCESSING THE PARENT PORTAL**
Contact: the Main Office

518*962*8244