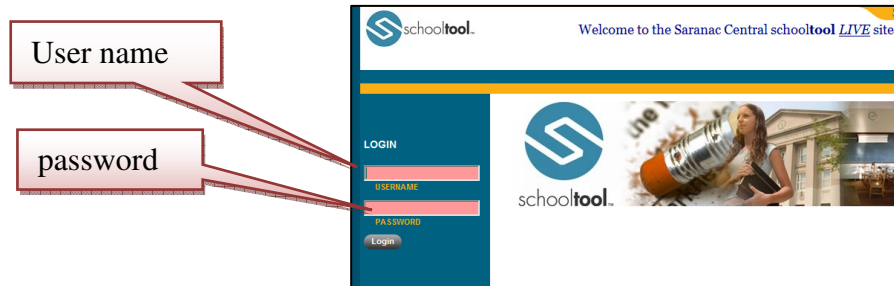


# SCS Schooltool Student Portal Start-up Directions

## Schooltool Student Portal (Secondary only)

Use your web browser to access the Internet. Type in [schooltool.saranac.org](http://schooltool.saranac.org) (no www.) You can also use the link from our district webpage [www.saranac.org](http://www.saranac.org)

- a. Use your school username/password to log into Schooltool.











- b. Click the Login button to enter Schooltool.

## Navigating in Schooltool

Schooltool uses simple navigation buttons that allow you to perform basic functions with a single mouse click. ***Note: do not use the back/forward arrows on your browser*** since this will end your session.

Some navigation buttons:

 Select or Details	 Show help
 Show/Hide or Pick up	 Done or Return
 Email	 Print
 Cancel	 Save

## What will I see?

When logging in, you will be at your “My Home”. You will see four tabs: Student, Campus, Account and Messages.



To view your information, be sure you are in the “Students” tab and then click on the purple arrow next to the student’s name on the home screen.

