



Parent Portal Information ...

We are very excited about the SchoolTool Parent Portal and the information that it places at your fingertips. Using the Parent Portal, you can access your child's grade reports and report cards, email teachers, check daily attendance, and view/print your child's daily schedule. To access the Parent Portal, use your web browser and the following address: <https://schooltool.bcsd.org/schooltool>

How to create an account:

Please provide the following information and return it to the Twelve Corners Middle School Main office, or email it to: Meghan_Estaque@bcsd.org AND Barbara_morlock@bcsd.org.

Please include the following information:

Parent Name: First _____ **Last** _____

Parent Email (User Name): _____

Name(s) of student(s) attending TCMS _____

=====

Logging In:

1. To access the Parent Portal, use your web browser and the following address: **<https://schooltool.bcsd.org/schooltool>**
2. Where it says "Username", type in your full email address.
3. Go to your email. An Account Creation Notice from SchoolTool with your password information will be in your email inbox - open the email.
4. After the first sentence, there will be an eight (8) digit password consisting of letters and numbers. Highlight the password and copy it by pressing ctrl-c.
5. Return to the SchoolTool login page using your web browser.
6. Paste the password just copied from your email into the password box by pressing ctrl-v.
7. Click on the blue login button. You should now be logged into SchoolTool.

A screenshot of the SchoolTool login form. It shows a "Username:" label above a red input field containing "aaaa@aol.com". Below that is a "Password:" label above another red input field. At the bottom right of the form is a blue button with the text "Login".

Difficulty logging in? Call 585-252-5100 X5121 for Meghan Estaque or X5120 for Barbara Morlock.