Stewart and Stratford Schools
Accessing SchoolTool Parent Portal

Parents who have provided the district with their email address, may access their child’s information through the SchoolTool Parent Portal in two ways. You can either go to http://schooltool2.gcufsd.net or go to the district page http://www.gardencity.k12.ny.us, and click on the link “Parent Login Center”.

Click on the instructions for Elementary Parent Portal Access & User Counts
School Tool Login Screen will appear:

- **Username**: Enter your complete email address
- **Password**: Leave PINK Password box blank
- **Click on Login**: After you click on the Login button, the statement “New User or Forgot Password” will appear.
- **Click on New User or Forgot Password**
You will be provided with a screen and asked to enter your email address then press submit. A temporary password will be emailed to your email address.
When you check your email address you should see an email from SchoolTool with the subject SchoolTool Password. You can copy the temporary password provided to you and paste it on the SchoolTool login page in the password box.
After you login successfully, please make sure to change your temporary password. In order to do that, click on the Account tab to access the screen below. Please make sure the password you select is something you remember. If you forget your password, you can always choose “Forgot Password” and you will be sent another temporary one. Please be advised if you make three (3) wrong attempts to login, your account will be locked. This is a security measure. In such a case, please send an email to schooltoolparent@gcufsd.net to have your account unlocked. **If this occurs outside of work hours, your account may not be unlocked until the regular work hours resume.**
Once you have successfully logged in and changed your password, you should see a welcome screen with the names of your children. You can select to look at the record of your child by **clicking on the blue arrow.**

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### Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Address</th>
<th>Home Phone</th>
<th>Work Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Abrams</td>
<td>Son</td>
<td>1 Harry St, Garden City, NY 11530</td>
<td>(516) 444-6410</td>
<td></td>
</tr>
<tr>
<td>Jessica Abrams</td>
<td>Daughter</td>
<td>1 Harry St, Garden City, NY 11530</td>
<td>(516) 444-6410</td>
<td></td>
</tr>
</tbody>
</table>

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You may view your child’s homeroom assignment on the screen below.
Select the Grades tab to view your child’s report card grades. You will need to change the drop down options in order to view the appropriate trimesters or previous years data.

You will also be able to print your child’s report card by clicking on the printer icon. Make sure your pop up blocker is disabled in your web browser.