



## How to enter Digital Access Survey answers into SchoolTool using Parent Portal (Web Browser):

If you need help with getting started using SchoolTool parent portal, please contact Shannon Mattice at 315-287-1949, option 1 or [Mattice.shannon@gcsk12.org](mailto:Mattice.shannon@gcsk12.org).

### Step-by-Step:

On your device, go to SchoolTool and **LOG IN**.

**MY HOME**

 **Bart Simpson**  
105B Springfield Way 5B  
Upstairs Front Apt  
Springfield NY, 12345

 **Lisa Simpson**  
105B Springfield Way 5B  
Upstairs Front Apt  
Springfield NY, 12345

The MY HOME screen will appear.

Click the icon or child's name to view their student record.

On the right side of the screen, click the

**User Defined**

**User-Defined** tab.

**If survey questions appear,**  
the district has prepared a survey for you.

Click  **EDIT** to enter your answers.

**If survey questions DO NOT appear,**  
you will **add** a **new** screen.

Click  **ADD** to create a survey record.

For **ALL** questions that still display SELECT ONE, choose the best answer. *All questions are required.*

After answering the questions, change the End Date to the date you are completing the survey

End Date:    
erve their students and families. In ord

Click  **SAVE**.

Click  **BACK** to return to the **My Home** student list.

**Repeat the above steps to enter survey answers for each student.**

When done, click  **LOGOUT** on the top right corner of the **SchoolTool** window.

## How to enter Digital Access Survey answers into SchoolTool using Parent Portal (Mobile App):

***The Mobile App method is highly recommended when there are multiple children in the household – 1 response can be added to other children as appropriate.***

Download the SchoolTool Mobile App from the App store or Google Play Store

The first time you log into the Mobile App, you will need to enter the URL:  
[https://schooltool3.neric.org/Schooltool\\_GOUV/](https://schooltool3.neric.org/Schooltool_GOUV/)

### Step-by-Step:

#### Parent Steps for Mobile App

Log into the mobile app

*On the FORMS panel, the number of forms due is displayed in red.*  
Click **Forms**".

Select the first due form and fill it out.  
*ALL Digital Access Survey questions are required.*

Select any listed students who will have the exact same responses. This will create multiple, duplicate records.

Click SUBMIT.  
REPEAT as needed to complete all due forms..

