

## Candor Central School Student Schooltool Registration

Go to: <https://cnycric09.schooltool.com/Candor/onlinepreregistration/>

Select 'New User' and then click *Continue* to begin the Schooltool registration application for your child(ren).

The screenshot shows the Schooltool registration interface. At the top left is the 'SCHOOLTOOL' logo. Below it, there are two radio buttons: 'New User' (selected) and 'Returning User'. A blue arrow points to the 'New User' radio button. Below the radio buttons is a 'Continue' button, with another blue arrow pointing to it. A blue box labeled 'Click Continue' is positioned below the 'Continue' button. To the right of the radio buttons, there is a large text area containing a welcome message, contact information for elementary and Jr./Sr. High students, and a 'Thank You!' note. A blue box labeled 'Select New User' is positioned above the 'Continue' button. At the bottom of the page, there is a blue bar.

Use the dropdown to select the number of children you are registering.

(If you are registering more than one child, you will only need to complete the pre-registration process once.)

The screenshot shows the 'Pre-Register Children' step of the Schooltool registration process. At the top left is the 'SCHOOLTOOL' logo. Below it, there is a 'Previous Step' button labeled '< Cancel'. To the right of this button is the 'Pre-Register Children' heading. Below the heading, there is a text prompt: 'Use this screen to enter information about your children.' followed by 'How many children are you registering today?'. A dropdown menu is shown with 'Select One' and a downward arrow. A blue arrow points to the dropdown menu. A blue box labeled 'Select the number of children you are registering' is positioned to the right of the dropdown menu. At the bottom of the page, there is a blue bar.

On the next screen enter as much information as possible for each child being registered. Fields marked with an asterisk (\*) are required. Please do not enter an email address for your child, we will create a school email account for them.

→ Use the ***Click Here to Add Another Child*** link to add additional entries if you are registering more children than included on the screen.

→ Use the ***Click Here to Remove This Child*** link(s) to delete unused sections of the screen.

→

Then click ***Contacts*** to continue to the next step.

The screenshot shows the 'Pre-Register Children' form in the Schooltool application. At the top left is the 'SCHOOLTOOL' logo. Below it, navigation buttons include '< Cancel' under 'Previous Step', 'Pre-Register Children' in the center, and 'Contacts >' under 'Next Step'. A blue arrow points to the 'Contacts >' button with a callout box stating: 'To continue to the next step, Click Contacts'. Below the navigation bar, instructions state: 'Use this screen to enter information about your children. • Fields with \* are required. • When complete, click on the "Contacts >" button to continue.' The form contains two identical sections for 'Child 1' and 'Child 2'. Each section has fields for First Name, Middle Name, Last Name, Child's Email Address, Child's Cell Phone #, Gender (a dropdown menu), and Date of Birth. To the right of these fields are checkboxes for 'Is Hispanic:', dropdown menus for 'Race:' and 'Primary Language:', and an asterisk indicating required fields. A blue arrow points to the 'Click Here to Add Another Child' link above the Child 1 section with a callout box: 'Use this link to add additional entries if you are registering more children than include on the screen.' Another blue arrow points to the 'Click Here to Remove this Child' link below the Child 2 section with a callout box: 'Use these links to delete unused sections of the screen.' The form is styled with a light blue header and a light yellow background for the child entry sections.

Use the dropdown to select the number of contacts you would like to enter for the child(ren) entered on the previous page. (Contacts include parents/guardians and emergency contacts)



Previous Step

< Children

Pre-Register Contacts

Use this screen to enter information about adults that will be on the contact lists of the previously entered children.

How many contacts would you like to register today? **Select One** ▼

On the next screen enter as much information as possible for each contact. Fields marked with an asterisk (\*) are required.

→ Use the **Click Here to Add Another Contact** link to add additional entries if you want to list more contacts than currently included on the screen.

→ Use the **Click Here to Remove This Contact** link(s) to delete unused sections of the screen.

Then click **Relationships** to continue to the next step

The screenshot shows the 'Pre-Register Contacts' screen. At the top, there's a blue header with the 'SCHOOLTOOL' logo. Below the header, there are navigation buttons: 'Previous Step < Children' and 'Next Step Relationships >'. A blue callout box points to the 'Next Step Relationships >' button with the text: 'To continue to the next step, Click Relationships'. Below the navigation buttons, there's a section for 'Contact 1' and 'Contact 2'. Each contact section has fields for Salutation (dropdown), First Name (text, marked with an asterisk), Middle Name (text), Last Name (text, marked with an asterisk), Gender (dropdown), Email Address (text), Cell Phone # (text), Work Phone # (text), Work Phone # Ext. (text), and Work Phone # Is Listed (checkbox). A blue callout box points to the 'Click Here to Add Another Contact' link above the 'Contact 1' section with the text: 'Use this link to add additional entries if you want to list more contacts than currently include on the screen.' Another blue callout box points to the 'Click Here to Remove this Contact' link below the 'Contact 2' section with the text: 'Use these links to delete unused sections of the screen.'

On the next screen use the available dropdown menus to identify the primary contact for each child you are registering and to identify the relationship of each contact to each child.

Then use the checkboxes to select the access “rights” for each contact for each child.

- **Receives Mail** – contacts with “Receives Mail” rights receive all student-specific correspondence from the district/school including attendance letters, discipline referrals, and report cards. Only parents/guardians may have “Receives Mail” access.
- **Can Pickup Child** – contact is allowed to pick-up the child from school
- **Parent Portal Access** – contacts with ‘Parent Portal Access’ will be provided with an account to view student information and grades for their child(ren) through the online SchoolTool Parent Portal. Only parents/guardians may have Parent Portal access.

Click **Addresses** to continue to the next step.

(\*\*\* Primary contacts: Children are assumed to live with the individual identified as their primary contact and the primary contact’s address will be used as the student’s address. Each child may only have one primary contact, even if multiple caregivers/contacts live within the same household with the student.)

The screenshot shows the 'Relationships' screen in the SchoolTool application. At the top, there is a blue banner with the SchoolTool logo and a button labeled 'To continue to the next step, Click Addresses'. Below this, navigation buttons for 'Previous Step < Contacts' and 'Next Step Addresses >' are visible. A blue arrow points from the 'Next Step' button to a blue callout box that says 'Place a check next to the access "rights" that each contact should have for each child.' The main content area contains instructions: 'Use this screen to enter information that describes how each contact is related to each child.' followed by a bulleted list: 'Children are assumed to live with their primary contact.', 'Contacts must have a relationship to the child if they are a primary contact, receive mail or have pickup rights.', 'Fields with \* are required.', and 'When complete, click on the "Addresses >" button to continue.' The form displays three contact entries for two children: Sarah Silver and Gary Sander. Each entry has a dropdown for 'primary contact' (all set to 'Emily Dickinson'), a dropdown for the relationship (e.g., 'Emergency Contact', 'Mother', 'Father', 'Stepmother'), a 'Comments' field, and checkboxes for 'Receives Mail' and 'Can Pickup Child'. Blue callout boxes with arrows provide additional guidance: 'Use these dropdowns to identify the primary contact for each child.' points to the primary contact dropdowns; 'Use these dropdowns to identify the relationship of each contact to each child' points to the relationship dropdowns; and another box points to the 'Receives Mail' and 'Can Pickup Child' checkboxes, stating 'Place a check next to the access "rights" that each contact should have for each child.'

On the next screen enter as much address information as possible for each contact. Fields marked with an asterisk (\*) are required.

- Mark the **Same address as another contact** radio button to import address data from a previously entered contact if the contacts have the same address and home phone number.
- Mark the **Enter a new address and home phone number** radio button when the contact lives at a different address than any previously entered contacts.
- Mark the **Enter a new home phone number only** radio button when the contact lives at the same address as a previously entered contact but has a different home phone number.

Click **Contact Info** to continue to the next step.



**Previous Step**  
[< Relationships](#)

**Residence Addresses**

**Next Step**  
[Additional Info >](#)

Use this screen to enter an address for each contact.

- Every contact must have an address and/or home phone number.
- If multiple contacts live at the same address, use the "Same address as another contact" option.
- Fields with \* are required.
- When complete, click on the "Additional Info >" button to continue.

**Oscar Wilde**

☐ Same address as another contact

☒ Enter a new address and home phone number

☐ Enter a new home phone number only

House #: \*    Street: \*    Unit #:

Line 2:

City: \*    State: \*    Zip Code: \*

Home Phone #:     Is Listed: ☒

**Emily Dickinson**

☐ Same address as another contact

☒ Enter a new address and home phone number

☐ Enter a new home phone number only

House #: \*    Street: \*    Unit #:

Line 2:

City: \*    State: \*    Zip Code: \*

Home Phone #:     Is Listed: ☒

**On the next screen please complete the NYS Digital Access Survey and Transportation Information.**

- Each student in the district will be issued a dedicated school device for their use during the school year. (question 1 can be answered “Yes”).
- If you are unsure how to answer any particular question, do your best and we will review the data and contact you if we have any questions.

**Click *Next Step* to continue.**

**SCHOOLTOOL**

**Previous Step** < Address **Additional Info** **Next Step** Additional Info >

Use this screen to enter additional information requested by the district.

- Fields with \* are required.
- When complete, click on the "Additional Info >" button to continue.

**Additional Information for Sarah Silver**

☒ NYS Digital Access Survey ☒ Transportation Information

**NYS Digital Access Survey**

Collecting accurate data regarding digital resource access for our New York students and their students and families. In order to accomplish this, the New York State Education Department is asking parents or guardians to complete a Digital Equity survey (for each student in the family) in grades Kindergarten – Grade12. This survey will provide information on student access to devices and internet access in their places of residence. To assist us in this process, please answer each question below and follow any additional instructions provided for submitting or returning the survey.

Thank you for your time and cooperation.

Did the school district issue your child a dedicated school or district-owned device for their use during the school year?:

What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.):

Who is the provider of the primary learning device identified in Question 2? (This can be a school-provided device or another device, whichever the student is most often using to complete their schoolwork.):

Is the primary learning device (identified in Question 2) shared with anyone else in the household?:

Is the primary learning device (identified in Question 2) sufficient for your child to fully participate in all learning activities away from school?:

Is your child able to access the internet in their primary place of residence?:

What is the primary type of internet service used in your child's primary place of residence?:

In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?:

What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?:

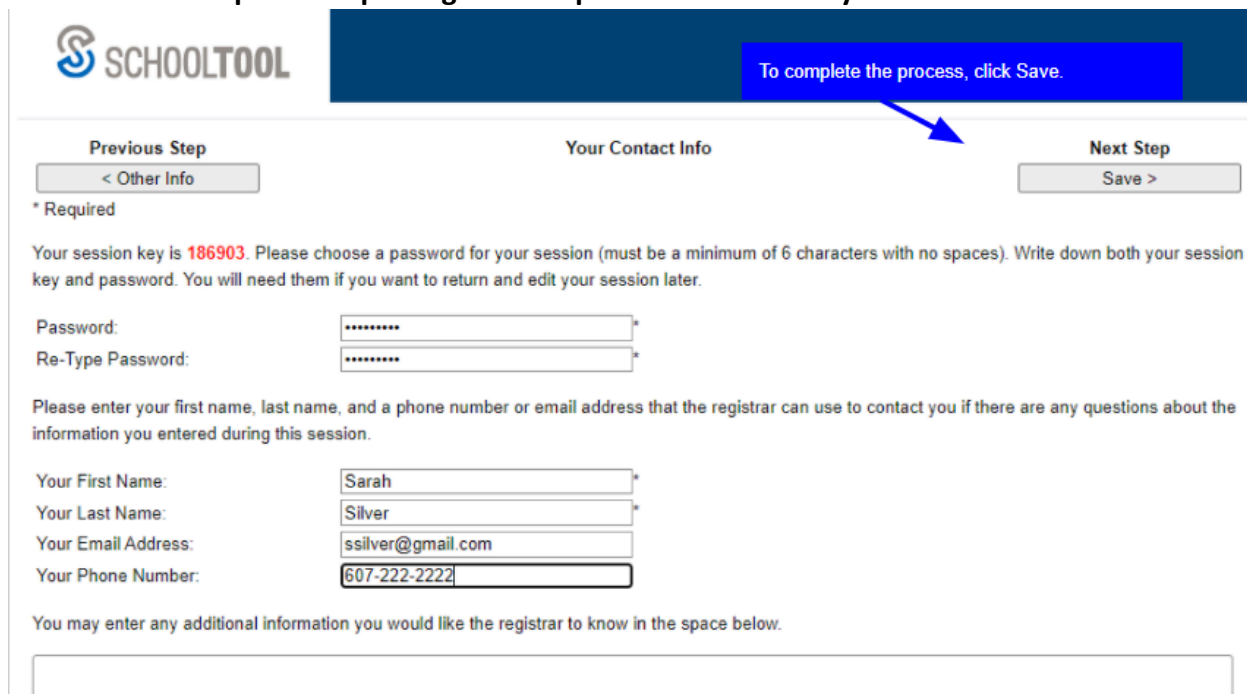
**Transportation Information**

Please answer the following questions about transportation for your child.

On the next screen choose a password. This will enable you to log back into the system at a later time if you need to access or edit your pre-registration information.

Please also provide as much contact information as possible so that the District Registrar can contact you with questions about your pre-registration form if needed. Fields marked with an asterisk (\*) are required.

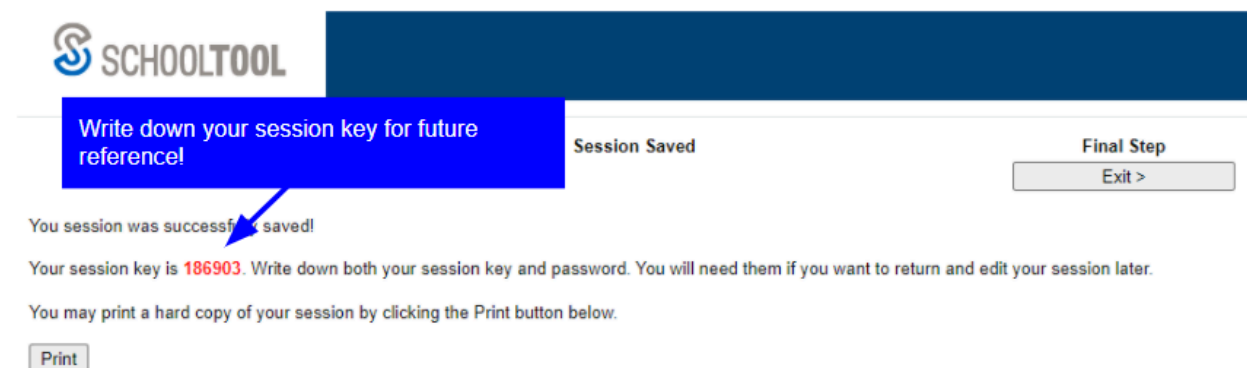
Click *Save* to complete the pre-registration process and submit your form.



The screenshot shows the 'Your Contact Info' step of the pre-registration process. At the top left is the 'SCHOOLTOOL' logo. A blue banner at the top right contains the text 'To complete the process, click Save.' with a blue arrow pointing to the 'Save >' button. The form is divided into three sections: 'Previous Step' with a '< Other Info' button, 'Your Contact Info' (the current step), and 'Next Step' with a 'Save >' button. Below the 'Previous Step' section, it says '\* Required'. The main text reads: 'Your session key is 186903. Please choose a password for your session (must be a minimum of 6 characters with no spaces). Write down both your session key and password. You will need them if you want to return and edit your session later.' There are two password fields: 'Password:' and 'Re-Type Password:', both with asterisks and masked with dots. Below these, it says 'Please enter your first name, last name, and a phone number or email address that the registrar can use to contact you if there are any questions about the information you entered during this session.' There are four input fields: 'Your First Name:' (filled with 'Sarah'), 'Your Last Name:' (filled with 'Silver'), 'Your Email Address:' (filled with 'ssilver@gmail.com'), and 'Your Phone Number:' (filled with '607-222-2222'). At the bottom, it says 'You may enter any additional information you would like the registrar to know in the space below.' followed by a large empty text area.

You will now see a confirmation screen. Print or save this screen, or write down your session key, as you will need both the session key and your password to log back into the system to access or edit your pre-registration information at a later time.

Click *Exit* to end your session.



The screenshot shows the confirmation screen after pre-registration. At the top left is the 'SCHOOLTOOL' logo. A blue banner at the top right contains the text 'Write down your session key for future reference!' with a blue arrow pointing to the session key. The form is divided into three sections: 'Previous Step' (empty), 'Session Saved' (the current step), and 'Final Step' with an 'Exit >' button. Below the 'Previous Step' section, it says 'You session was successfully saved!'. The main text reads: 'Your session key is 186903. Write down both your session key and password. You will need them if you want to return and edit your session later.' Below this, it says 'You may print a hard copy of your session by clicking the Print button below.' and there is a 'Print' button.

To access or edit your pre-registration form at a later time, go to <https://candor.schooltool.cnyric.org/schooltoolweb/onlinepreregistration/>

Select 'Returning User' and then enter your session key and password and click *Continue*.

The screenshot shows the Schooltool registration interface. At the top left is the Schooltool logo. A blue box labeled "Select Returning User" has an arrow pointing to the "Returning User" radio button, which is selected. Below this, a text prompt asks for a 6-digit session key and a password. The session key field contains "186903" and the password field is masked with dots. A "Continue" button is below the password field. A second blue box labeled "Enter your session key and password." has an arrow pointing to the password field. To the right, a welcome message from the Candor School District provides instructions and contact information. A "Please Note" section at the bottom right states that previously enrolled students do not need to complete the pre-registration application.

**SCHOOLTOOL**

Select Returning User

☐ New User  
☒ Returning User

Enter the 6-digit session key you were given and the password you chose during your first visit to this website.

Key: 186903  
Password: .....

Continue

Welcome to the Candor School District. Please select 'New User' and then click *Continue* to begin the Schooltool registration application for your child(ren). If you are registering more than one child, you will only need to complete the Schooltool registration application once. For instructions to help you complete the Schooltool registration application [click here](#) or download the attachment at the bottom of this screen.

If you need additional assistance please email or call:

Elementary Student: 607-659-3935 [jwinnick@candorcs.org](mailto:jwinnick@candorcs.org)  
Jr./Sr. High Student: 607-659-3195 [lthomas@candorcs.org](mailto:lthomas@candorcs.org)

**Thank You!**

**Please Note:** If your child has been previously enrolled in the Candor Central School District you do not need to complete the Schooltool pre-registration application. Please contact the appropriate school to see what paperwork you

Enter your session key and password.