HOW TO ACCESS YOUR K-S CHILD'S
GOOGLE PASSWORD

Accessing Your Child's Password

Google Passwords for students in grades K-5 have been reset over the summer. Passwords for students in grades 6-12 remain unchanged for now. Below are instructions on how you can access your child's Google password in SchoolTool if needed. If you need a password reset, please contact the Technology Help Desk at your child's building.

K-5 students are encouraged to use their QuickCards to log into their Chromebooks as well.

Note: At this time, you are unable to access your child's Google password from the SchoolTool Mobile App or the SchoolTool mobile website. It is best to use a desktop or laptop PC / Mac to access SchoolTool.
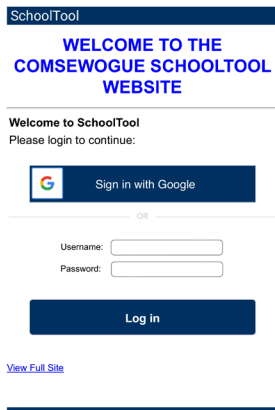
If you have any questions regarding the steps mentioned in this document, please contact SchoolTool Support via email schooltoolsupport@comsewogue.k12.ny.us. Emails are answered during school days, Monday - Friday from 7:00 AM to 2:00 PM.

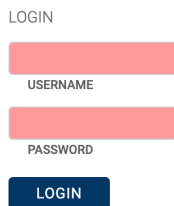**1** Enter the SchoolTool URL if you don't already have it bookmarked:

https://comsewoguest.esboces.org/schooltoolweb/

If you are using a mobile device and see the the screen to the right, click the "**View Full Site**" link at the bottom of the page.

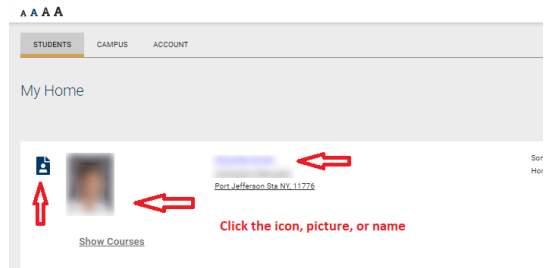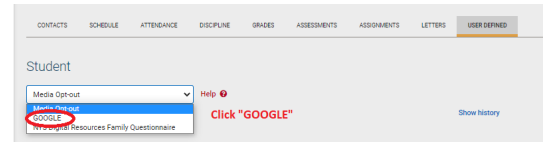The screen you should see (the desktop version) can be found below.

SchoolTool

WELCOME TO THE COMSEWOGUE SCHOOLTOOL WEBSITE

Welcome to SchoolTool
Please login to continue:

G   Sign in with Google

OR

Username: [   ]
Password: [   ]

Log in

View Full Site

SCHOOLTOOL

WELCOME TO THE COMSEWOGUE SCHOOLTOOL WEBSITE

Please Note:

The "Sign In with Google" button is for students and staff only. Parents should sign in using the username and password fields.

LOGIN
USERNAME
PASSWORD
LOGIN
Sign in with Google
New User or
Forgot password?

2 Login with your username and password. Do NOT use the blue "Sign in with Google" button.

LOGIN

[   ]
USERNAME

[   ]
PASSWORD

LOGIN

3 You will be brought to your home page that lists all children currently enrolled in the district. To access their records, click on the child's picture, name or icon to the left.

A A A A

STUDENTS   CAMPUS   ACCOUNT

My Home

Port Jefferson Sta NY, 11776

Click the icon, picture, or name

Show Courses

4 Click on the "User Defined" tab towards the bottom of the screen and click "Google from the dropdown menu."

CONTACTS   SCHEDULE   ATTENDANCE   DISCIPLINE   GRADES   ASSESSMENTS   ASSIGNMENTS   LETTERS   USER DEFINED

Student

[Media Opt-out ▾]   Help ❓

Media Opt-out
GOOGLE
NYS Digital Resources Family Questionnaire

Click "GOOGLE"   Show history

5 The date should say "Current" next to it. The password will be listed below the date.

[GOOGLE ▾]   🖨 Help ❓

8/22/2022 - Current   **This should say "current"**

PW:
g_____9   **This is your child's Google password**
Attachments: