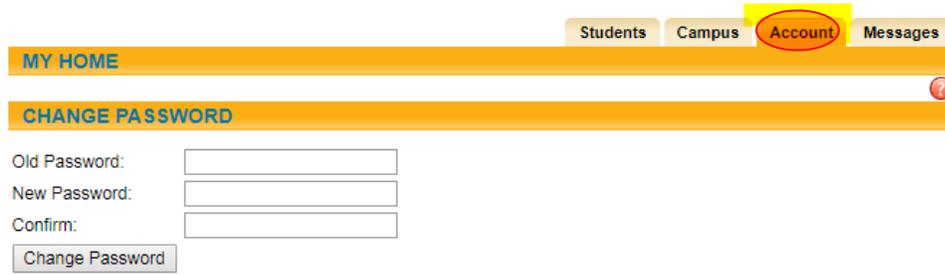


## schooltool Portal Account Password Management

### Changing Your Password

You are strongly encouraged to change your default password to a more comfortable one. To change your password simply click on the **Account** sub tab, enter the existing (assigned) password, then the new desired password (twice). Click on the Change Password button to finalize the change. *Note that you may change your password as often as you'd like.*



Students Campus **Account** Messages

MY HOME

CHANGE PASSWORD

Old Password:

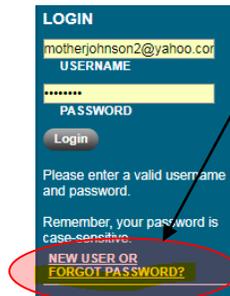
New Password:

Confirm:

Change Password

### Resetting Your Password

1. After failing to enter the correct username/password combination, you will be presented with a “New User or Forgot Password” link. Click on this link.



LOGIN

motherjohnson2@yahoo.com  
USERNAME

\*\*\*\*\*  
PASSWORD

Login

Please enter a valid username and password.

Remember, your password is case-sensitive.

**NEW USER OR FORGOT PASSWORD?**

2. Re-type your email address in the window and click “Submit.”

Enter your Username to receive your password by email.



Username:

Submit

3. Go to your email account. An Account Creation Notice from “schooltool Portal Password Reset Notice” will be in your Inbox. Check SPAM folders if you do not see it.
4. Your eight (8) digit password, consisting of letters and numbers, will be contained in the email. Highlight the password and copy it.
5. Return to schooltool Login window.
6. Paste the password, just copied from your email, into the password box.
7. Click on “Login.”