school**tool**
Parent Guide:
Quick Reference

Table of Contents

Parent Guide -- Quick Reference Worksheet

Preparation

Accessing your student's on-line school**tool** school records is now a simple matter. There are several things that need to be done to begin this process.

1. An email address.

    You current email address may be used to access school**tool**. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into to school**tool**.

    Write your email address down:

2. The web site of the school**tool** database.

    Your school will provide you with the web address of school**tool**. It may look something like:

    http://www.myschooldistrict.org/schooltool

    Write this web address down:

3. Access to your own email.

    You will be receiving your first school**tool** password through your email. It will be necessary to make sure you have access to your email when your first log in.

Logging In

Now that you have completed the basic preparation, it is time to log into school**tool**.

1. Use your web browser (Internet Explorer, for instance) to access the internet and go to the school**tool** web site (from step 2, above).

2. Where it says "Username", type in your full email address (from step 1, above).

3. Click on the blue **Login** button, (ignore, for now, where it says "Password")

4. The words "New User or Forgot Password" will appear on the screen, in blue.

    Click once on these words.

    If these words did not appear, check all of the previous steps, and then call your school district for support if you still experience problems.

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Page 2 of 4
Modified 10/17/2008
Parent Guide

5. You will see the screen refresh (flash), and you will be prompted again to enter your username. Fill in the box, again, with your email address, and click the **Submit** button.

> Enter your Username to receive your password by email.
>
> Username: aaa@nanomail.com
>
> Submit

Clicking **Submit** will cause an email message to be sent to you that will contain your new password.

6. Retrieve new password from email.

Log into your email account, as you would normally, and look for an email message from "**SchoolTool**".

When this email message arrives, open the message and write down, or print, the password that is displayed. Careful, the password may have a lot of letters, numbers, and symbols. Also note that some letters are uppercase, and some are lower-case. This is important.

> **SchoolTool Password**
> SchoolTool Password Recovery [SchoolTool@schooltool.com]
>
> Please login, go to the account tab and change your
> password. Your password has been reset to: hIXg*WOH>iX[._

7. Log in to **schooltool**

Navigate back to the school**tool** web site, keying in the same email address and the new password. Remember, the password may be copy/pasted from the email message, but be careful to grab each character.

8. Change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters.

- Combination of letters, numbers, and symbols (including upper and lower case letters)

- Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing cryptic password, then the new desired password (twice). Click on the Change Password button to finalize the change.

> Home   Home
>
> My Home   My Home   Students   Campus   **Account**
>
> **Change Password**
>
> Old Password:
> New Password:
> Confirm:
> Change Password

Subsequent Logins

Once a user has logged in for the first time, and changed his/her password, the user simply needs to navigate back to the school**tool** web page, enter their username and password, and click on the Login button.
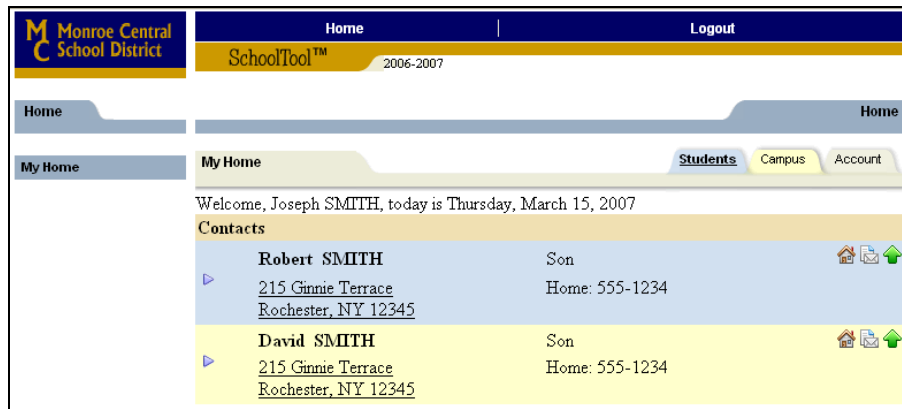
A parent will be presented with a screen containing three tabs:

- Students: A listing of all students that "belong" to the logged-in parent. A parent may have the right to click on a student's select button, to see all of the student's details.

- Campus: A parent will see general campus information.

- Account: To change passwords.

When it comes time to end the session, a parent may click **Logout** in the module bar, or simply close the browser window.

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school**tool** v6.1

Page 4 of 4
Modified 10/17/2008
Parent Guide