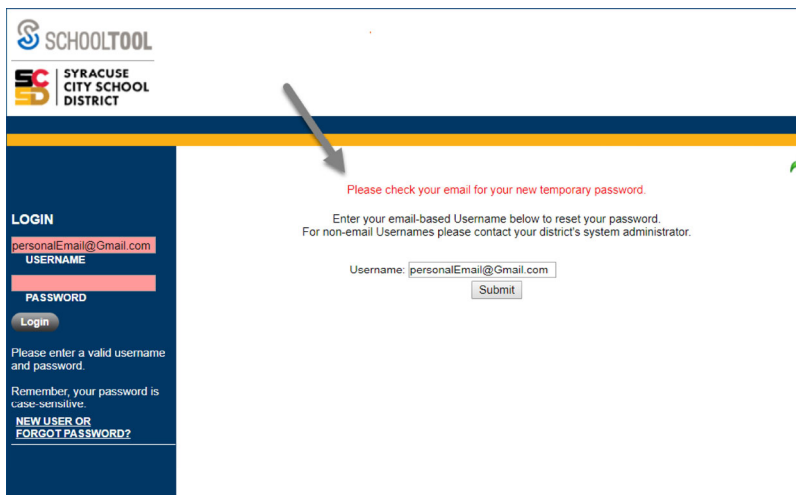
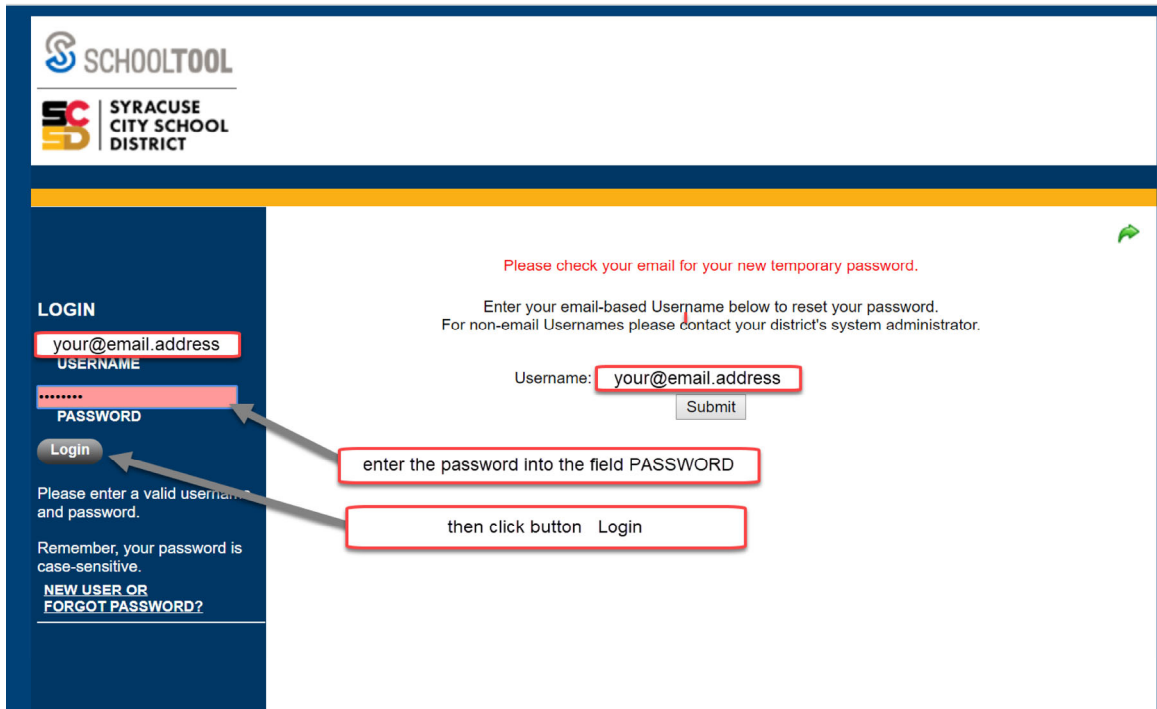


If the message **Invalid Username** appears on the screen, please contact your school building's secretary. Please provide them with your current personal email address, and let them know that you would like access to the 'Parent Portal' in School Tool.

You should see the message displayed: ***Please check your email for your new temporary password.***



Locate the password provided in the email message, and use that password to log in to the Parent Portal.



## To change your password in Parent Portal

Log in to your account

<https://schooltool.scsd.us/schooltoolweb/>

Username: *Your personal email address*

Password: *your password*

Click on the tab **Account**

Enter your existing password into box labeled: **Old Password:**

Enter your new password into the boxes labeled: **New Password:** and **Confirm:**

Click on the button **Change Password**

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MY HOME

CHANGE PASSWORD

Old Password:

New Password:

Confirm:

Change Password

Your last login: