

New SchoolTool Parent Account

Please follow these directions to set up your new parent SchoolTool account.

Log on to your e-mail account to retrieve your new password – it is long and complex, copy the password from your e-mail.

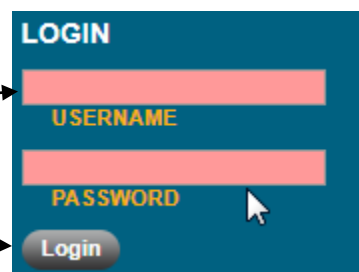
Navigate to the SchoolTool web site:

<https://st-fb.mhric.org/fallsburg/>

Once you are on the SchoolTool page. Enter your e-mail address in the username box. This must be the same e-mail address you provided to us – you will have received your password via this email address

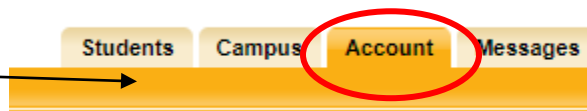
Enter the password you received in your email.

Click on Login.



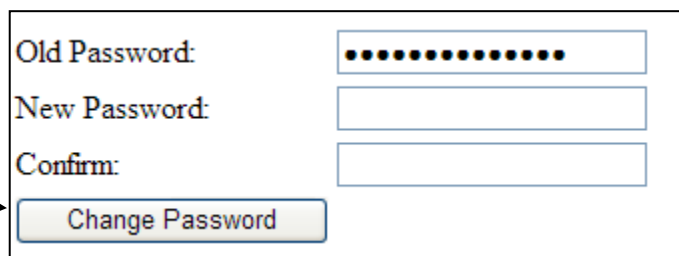
You are now in SchoolTool!

You will see three tabs on the right:



Click on the account tab.

Paste the long complex password into the “old password” box and type a password you would like into the other two boxes. Then click the Change Password box.

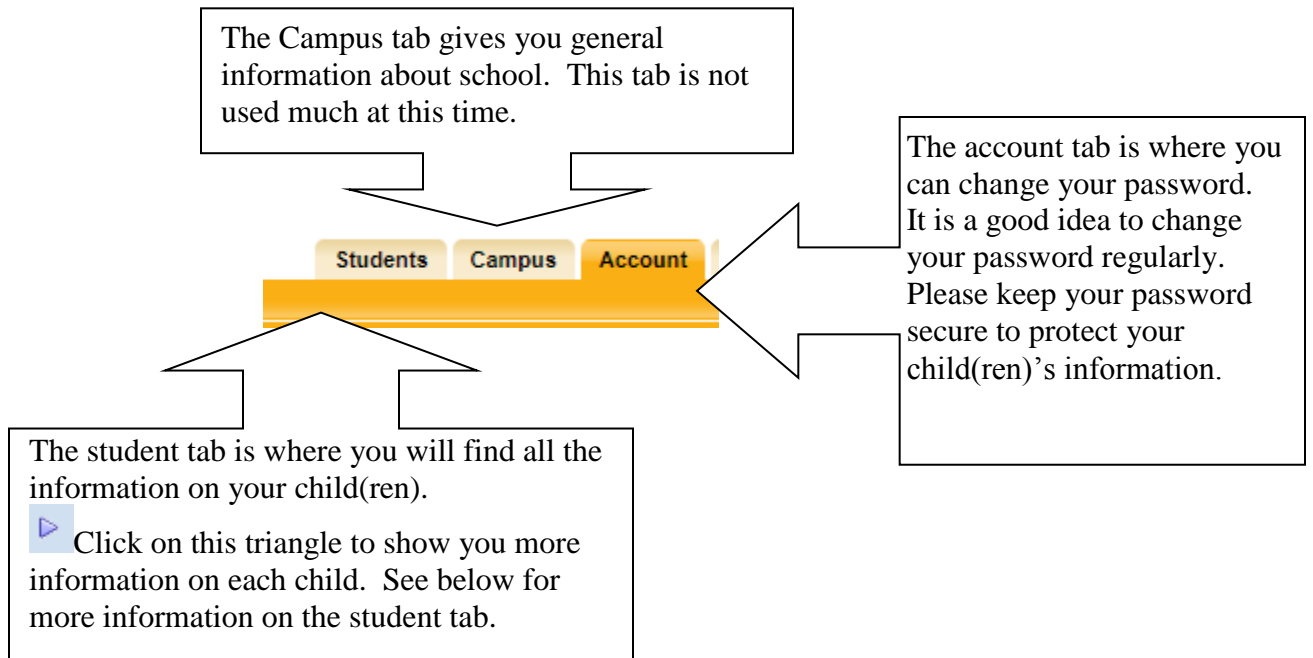


You have now created your account. Your username will always be your e-mail address. Please make a note of the new password that you created and keep it confidential.

SchoolTool Parent Account Directions for Use

Now that you have created your parent account, try out some of the things that are available to you:

You have three tabs.



Once you are viewing one child, you will see more tabs on the screen:



Click each tab to see the information provided to you.

Schedule In the Schedule Tab you can e-mail the teachers.

✉ **Teacher** Wherever you see this icon, if you click the envelope you can send an e-mail to all the teachers in the schedule for that child.

✉ Wherever you see this icon next to a person's name, you can click the envelope to e-mail that person.

Grades In the Grades Tab you can use the drop down menus to view different options:

STUDENT
School Year **2017-2018** View **Marking Period Grades** for **Marking Period 1**

A printer icon will appear if this information is available for printing.

STUDENT
School Year **2016-2017** View **Marking Period Grades** for **Marking Period 4**

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