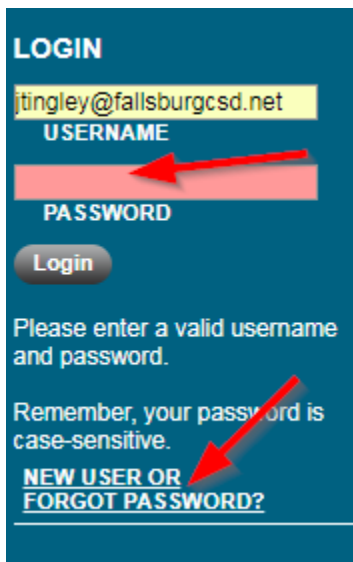# SCHOOL TOOL PASSWORD RESET DIRECTIONS FOR STUDENTS

Please read the highlighted section below about resetting your password.

To reset your password for SchoolTool:

1. Go to the SchoolTool page: https://st-fb.mhric.org/fallsburg/default.aspx

2. Enter your full email address into the username box (firstname.lastname@comets.fallsburgcsd.net)

3. Leave the password empty.

4. Click to log on.

5. Click the link that says "New User or Forgot Password"

LOGIN

jtingley@fallsburgcsd.net
USERNAME

PASSWORD

[Login]

Please enter a valid username and password.

Remember, your password is case-sensitive.

NEW USER OR FORGOT PASSWORD?

6. Follow the directions to retrieve a new password.

7. When resetting the password in the "Account" tab, you must press the button to "Change Password". Do not use the enter key.