

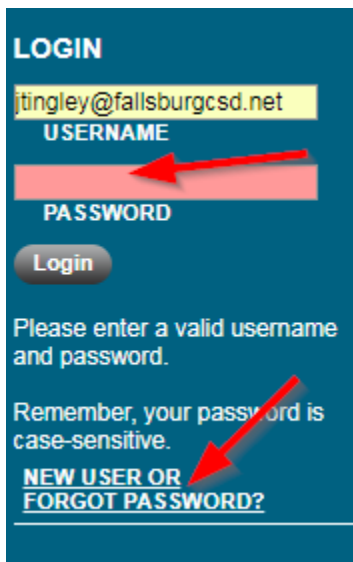
SCHOOL TOOL PASSWORD RESET

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"



The screenshot shows the SchoolTool login interface. At the top, the word "LOGIN" is displayed. Below it, the "USERNAME" field contains the email address "jtingley@fallsburgcsd.net". The "PASSWORD" field is empty. A red arrow points to the "PASSWORD" field. Below the fields is a "Login" button. Below the button, a message reads: "Please enter a valid username and password." Below this message, another red arrow points to the link "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.