


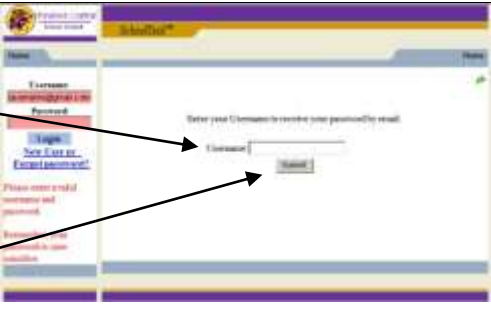


# Parent Portal Access Instructions

<p>1. Go to the schooltool website at <a href="https://st-rb.mhric.org/rhinebeck/default.aspx">https://st-rb.mhric.org/rhinebeck/default.aspx</a></p>	
<p>2. Type in the full primary email address you provided to the school district as your Username. (i.e. <a href="mailto:username@gmail.com">username@gmail.com</a>)</p>	
<p>3. Click on the Login button, ignoring the Password field.</p>	
<p>4. User will be presented with a clickable “New User or Forgot Password?” link.  Click on the “New User or Forgot Password?” link.</p>	
<p>5. User will be presented with a screen asking for their email address. Type in the full email address again.  Click the submit button. If the user has entered a valid email address, an email message will be sent to the user with their new password.</p>	
<p>6. Navigate back to the schooltool website keying in the same email address and the new password from the email message. The password may be copy/pasted from the email message, but be careful to grab each character.</p>	
<p>7. Users have the option to change their password once logged in under the Account tab on the upper right. It is recommended that the new password be:</p> <ul style="list-style-type: none"> <li>• equal or greater than 8 characters</li> <li>• a combination of letters, numbers and symbols (including upper and lower case letters)</li> <li>• something that can be easily remembered</li> </ul>	
<p>As a security measure, if a user has attempted to log in (5) five consecutive times without success, that user’s login will be locked out. A schooltool administrator must be contacted to unlock.</p>	