

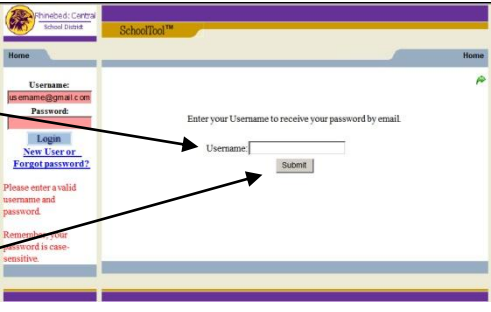


Parent Portal Access Instructions

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|---|---|
| <p>1. Go to the schooltool website at https://st-rb.mhric.org/rhinebeck/default.aspx</p> | |
| <p>2. Type in the full primary email address you provided to the school district as your Username. (i.e. username@gmail.com)</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"> • equal or greater than 8 characters • a combination of letters, numbers and symbols (including upper and lower case letters) • something that can be easily remembered | |
| <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> | |