schooltool's Parent Portal Access Instructions

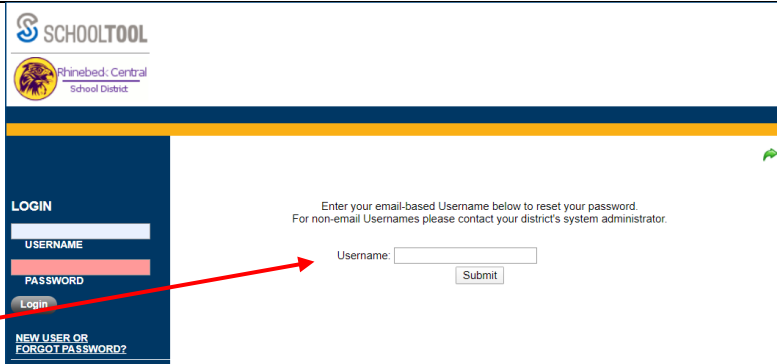1   Go to the schooltool website at https://st-rb.mhric.org/rhinebeck/default.aspx. The link is also located on the school district website (www.rhinebeckcsd.org) Families tab > SchoolTool Parent Portal

2   Type in the full primary email address you provided to the school district as your Username. (i.e. username@gmail.com)
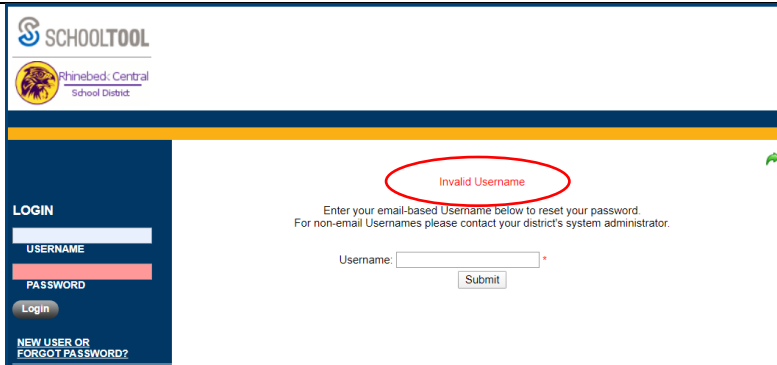
   Click on the "New User or Forgot Password?" link located under the Login button.

3   User will be presented with a screen asking for their email address. Type in the full email address again and click the submit button. If the user has entered a valid email address, an email message will be sent to the user with a temporary password.

4   Should user be presented with an "Invalid Username" message, then contact your building principal.

5   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:
   - 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

6   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. If you forgot your password, please follow the above steps to reset your password.