
Accessing SchoolTool

First Login

Preparation

When first logging in, a parent (in this case) will need three things:

1. An email address.

Your current email address may be used to access SchoolTool. For this to happen, simply make sure to provide the school with this, and confirm that they have allowed your email address to be used when logging into SchoolTool.

Write your email address down:

Please contact Amanda Nephew, Central Registrar, to add your email address into SchoolTool.
ANEPHEW@TICONDEROGAK12.ORG

2. The web site of the SchoolTool database.

Your school will provide you with the web address of SchoolTool.

https://schooltool11.neric.org/SchoolTool_TICO

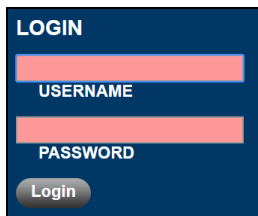
Write this web address down:

3. Access to your own email.

You may be receiving your first SchoolTool password through your email. It will be necessary to make sure you have access to your email for any passwords resets as well.

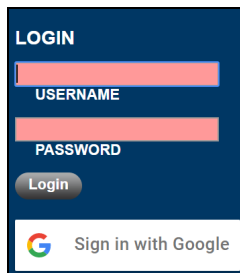
Logging In

1. Open your browser and navigate to the SchoolTool URL for your school.
2. Enter the email address you provided to the district.
3. If you already have a password, enter it now. Otherwise, skip to the "First Time Logins/Forgotten Passwords" section. Remember that passwords are case sensitive.



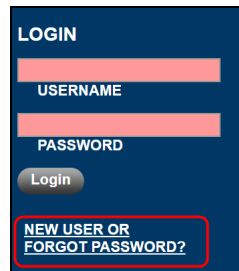
4. Click the Login button to login.

If your district allows Google log in, you can click the "Sign in with Google" button and enter your Google account credentials instead.

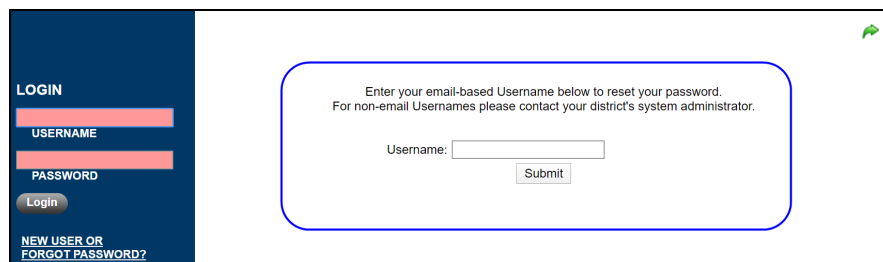


First Time Logins/Forgotten Passwords

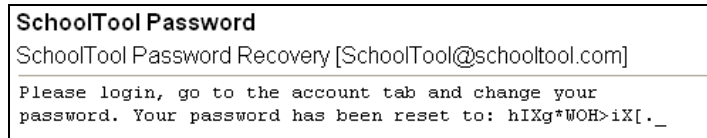
If your district has enabled the "Forgot Password" link on login, you will see a link that allows you to reset your password or register as a new user. If you don't see this option, leave the password field blank and click the Login button. It may be necessary to repeat this step more than once, depending on district settings.



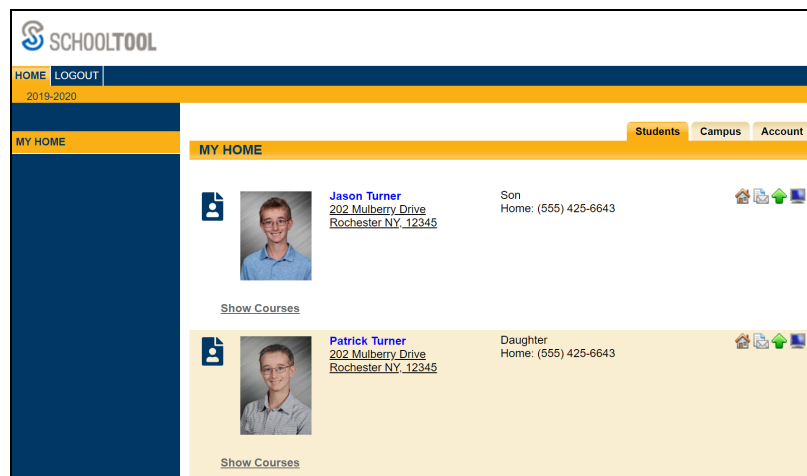
1. You will see the screen refresh, and you will be prompted again to enter your username. Fill in the box with your email address, and click the Submit button.



- A. Clicking **Submit** will cause an email message to be sent to you that will contain your new password.
2. Retrieve the new password from email.
 - B. Log into your email account and look for an email message from "**SchoolTool**".



- C. Copy the password provided exactly, including any numbers, capital letters, and special characters and enter this temporary password into the appropriate field on the login screen.
3. Once you have logged in successfully you will see the main Home screen, which generally includes 3 tabs: Students, Campus, and Account. Additional tabs may be available depending on district settings.



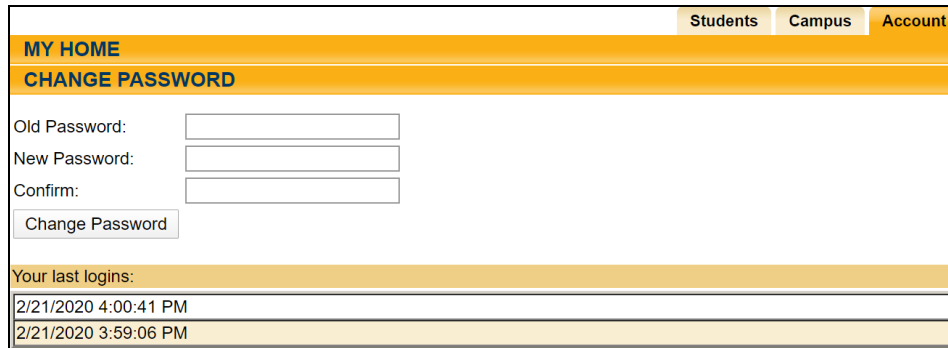
4. Click the Account tab to change your password.

We recommend creating a new password that has the following characteristics, although these requirements may be defined by your district:

- Greater than or equal to eight (8) characters.
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

Good passwords do not have to be hard to remember. For instance, "Late2School!" is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

To change a local password, simply click on the **Account** sub tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.



The screenshot shows the 'Account' tab selected in a navigation bar with 'Students' and 'Campus' options. Below the navigation bar is a 'MY HOME' section with a 'CHANGE PASSWORD' sub-section. The form includes three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. A 'Change Password' button is located below the 'Confirm:' field. At the bottom of the form, there is a 'Your last logins:' section with a table containing two entries: '2/21/2020 4:00:41 PM' and '2/21/2020 3:59:06 PM'.

Logging Out

When it comes time to end the session, click **Logout** in the module bar, or simply close the browser window.

