

# How to re-set your password when having trouble logging into SchoolTool

1. Open the SchoolTool website
2. Click on Forgot Password

**1** <https://monroeoneeric01.schooltool.com/m1bsummer/>

SCHOOLTOOL  
BY MINDEX

monroe one  
EDUCATIONAL SERVICES

Username

Password

LOG IN

**2** Forgot Password

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3. Enter email
4. Click Send Code – a code will be sent to your email
5. Open your email and get the code and enter the code where it reads Authentication Code and
6. Click Reset Password

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You'll need to enter your email address (associated with your account) to receive a temporary authorization code to reset your password.

**3** Email \*

**4** SEND CODE

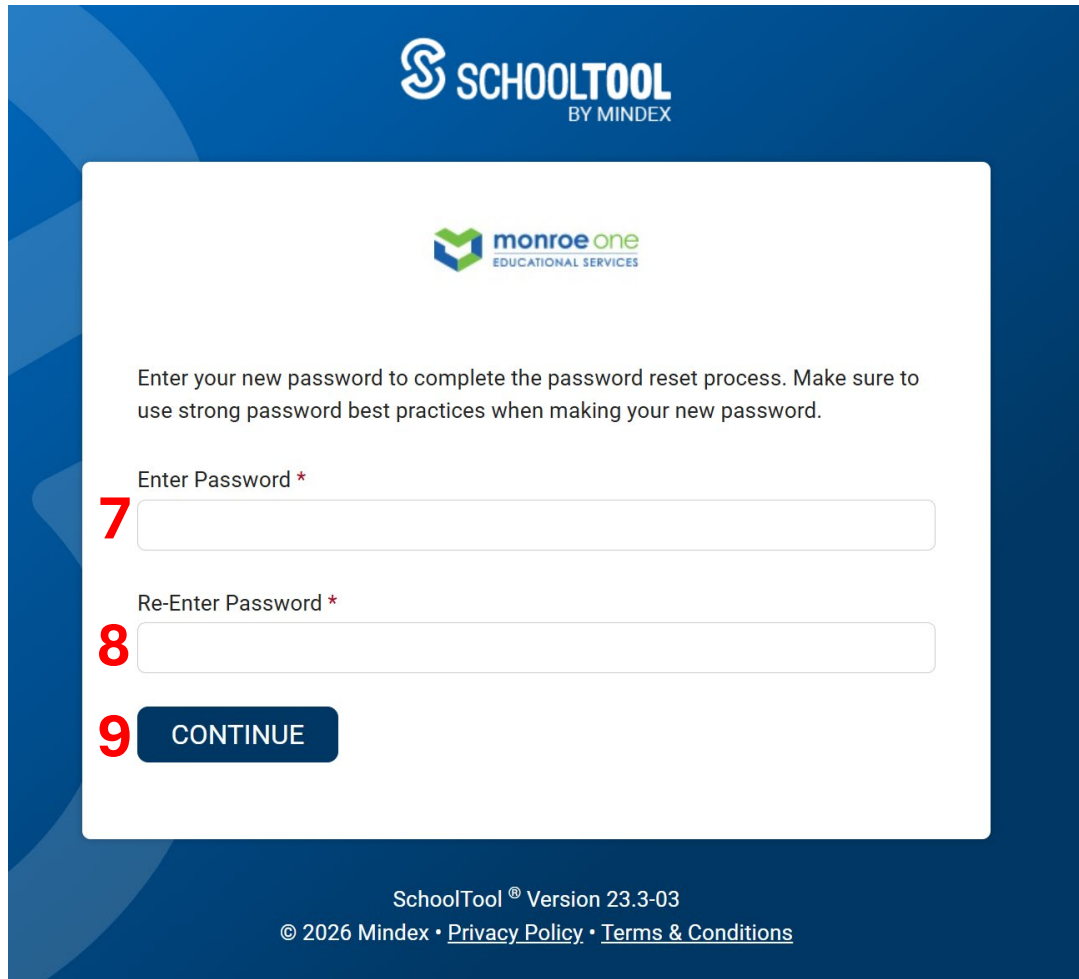
**5** Authentication Code \*

**6** RESET PASSWORD

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7. Enter new password where it says Enter Password
8. Re-Enter new password where it says Re-Enter Password
9. Click Continue



The screenshot shows the SchoolTool login interface. At the top, the SchoolTool logo is displayed with the text 'BY MINDEX'. Below it is the Monroe One Educational Services logo. The main content area contains a white box with the following text: 'Enter your new password to complete the password reset process. Make sure to use strong password best practices when making your new password.' Below this text are two input fields. The first field is labeled 'Enter Password \*' and has a red '7' next to it. The second field is labeled 'Re-Enter Password \*' and has a red '8' next to it. Below the second field is a blue button labeled 'CONTINUE' with a red '9' next to it. At the bottom of the page, the text 'SchoolTool® Version 23.3-03' and '© 2026 Mindex • [Privacy Policy](#) • [Terms & Conditions](#)' is visible.

- You should now be all set to login
- Reminder that your Username is your email address
- Enter the new Password you created