# Parent Portal Access Instructions

schooltool

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# Accessing schooltool

## First Login

### Preparation

When first logging in, a parent will need three things:

1. The email address that you formerly used to access PowerSchool is the email you will use to access Schooltool. Please note that for the initial implementation, we can only use one primary email address. You will have the option later to add additional contact emails.

2. The web site of the school**tool** database. You can access the database here:
   http://stlb.nasboces.org/schooltoolweb/
   or by clicking the schooltool icon on the district web page.

3. Access to your own email.
   You will receive your first school**tool** password through your email.  It will be necessary to make sure you have access to your email for any password resets as well.

### Logging In

1. Log in to **schooltool**
   Navigate to the school**tool** web site, entering your email address and password.

**LOGIN**

aaa@nano.com
USERNAME

●●●●●●●●●●
PASSWORD

Login

2. Click the Login **Login** button to enter school**tool**. Once you have logged in successfully you will see the main Home screen, which generally includes 3 tabs:  Students, Campus, and Account.



3. Click the **Account** tab to change the password.

Now would be a good time to change the password to a more comfortable one. We recommend creating a new password that has the following characteristics:

1. Combination of letters, numbers, and symbols (including upper and lower case letters)

2. Something that can be remembered easily

3. Greater than or equal to eight (8) characters.

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.

Once you enter the schooltool page for your child, you will be able to click on tabs for **Contacts** and **Schedule.** For now, this is the only information that will be viewable. Later you will also be able to view report cards and other data through the site as well.

Please verify that the contact information is accurate, and let us know if changes need to be made by emailing your child's guidance counselor.

If you have problems or questions on the log-in process itself, please email schooltool@lbeach.org.

## Logging Out

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