

LAKE GEORGE CENTRAL SCHOOL DISTRICT

SCHOOLTOOL PORTAL

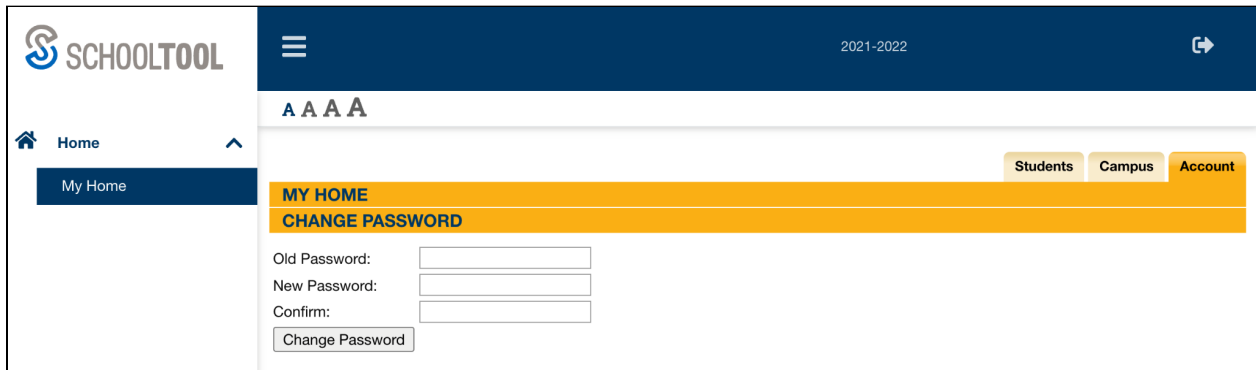
CHANGE PASSWORD

We recommend creating a password that has the following characteristics:

- At least eight (8) characters
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

To change your password:

1. Login to Schooltool
2. Make sure you are on the “**My Home**” page



The screenshot shows the Schooltool portal interface. At the top left is the Schooltool logo. The top right shows the year '2021-2022' and a share icon. Below the header is a navigation menu with 'Home' and 'My Home' (selected). On the right, there are tabs for 'Students', 'Campus', and 'Account'. The main content area is titled 'MY HOME' and 'CHANGE PASSWORD'. It contains three input fields labeled 'Old Password:', 'New Password:', and 'Confirm:'. Below these fields is a 'Change Password' button.

3. Click on the **Account** sub tab
4. Enter your existing password
5. Enter your new desired password (twice)
6. Click on the **Change Password** button