



CHANGE PASSWORD

We recommend creating a password that has the following characteristics:

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

To change your password:

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

The screenshot shows the 'Change Password' page in the SchoolTool Parent Portal. The page has a navigation bar at the top with 'Home' on the left and right, and 'My Home', 'Students', 'Campus', and 'Account' in the center. The 'My Home' tab is selected. Below the navigation bar, the 'Change Password' section contains three input fields: 'Old Password:', 'New Password:', and 'Confirm:'. A 'Change Password' button is located at the bottom of the form.

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