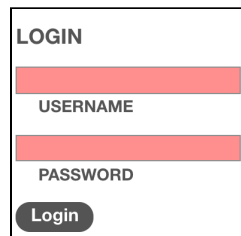


LAKE GEORGE CENTRAL SCHOOL DISTRICT

SCHOOLTOOL PORTAL

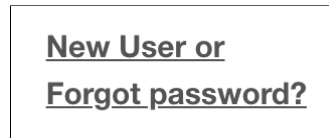
LOST PASSWORD

1. Click on the link to login to the SchoolTool Parent Portal
2. Where it says **Username**, type in your full email address (the one the school has on file)



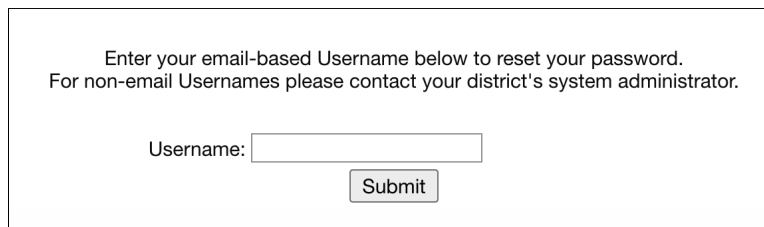
A screenshot of a login form titled "LOGIN". It features two input fields: the first is labeled "USERNAME" and the second is labeled "PASSWORD". Both fields are currently empty and have a light red background. Below the password field is a dark grey button with the word "Login" in white text.

3. Click on the **Login** button
4. The words “**New User or Forgot Password**” will appear on the screen. Click once on these words.



A screenshot of a rectangular box containing the text "[**New User or**](#)" on the first line and "[**Forgot password?**](#)" on the second line. The text is bold and underlined, indicating it is a clickable link.

5. The screen will refresh and you will be prompted again to enter your username. Fill in your username and click the **Submit** button.



A screenshot of a password reset form. At the top, it says "Enter your email-based Username below to reset your password. For non-email Usernames please contact your district's system administrator." Below this text is a label "Username:" followed by an empty text input field. Underneath the input field is a button labeled "Submit".