## Accessing SchoolTool through a Browser on any Device

Student Accounts: Your Google e-mail address will be used to create an account and access SchoolTool.

Parent/Guardians: Your e-mail address that was given at the time of registration or updated by your Student's school.

# If you do not have an account, contact the Main Office Staff at your Student's building

Crane: 359-5400 Fyle: 359-5430 Leary: 359-5460 Winslow: 359-5090

**Sherman:** 359-5490 **Vollmer:** 359-5550 **Burger:** 359-5300 **Roth:** 359-5100

Senior High School: 359-5200 Webster: 359-5544

# Web address: <a href="https://schooltool.rhnet.org/schooltool/">https://schooltool/</a>

# Logging In Using your Schooltool credentials. URL: https://schooltool.rhnet.org/schooltool/ Select View Full Site User Name: This is your e-mail address SchoolTool Welcome to SchoolTool Please login to continue: Username: Password: Log in View Full Site

### **Forgotten Passwords**

Note: if you do not have an account, please contact your school's main office.

- I.) Go to the SchoolTool web site
- 2.) Where it says username, type in your full e-mail address.
- 3.) Leave the Password field blank Log in
- 4.) The words New User or Forgot Password? will appear
- 5.) Click on the 'Forgot Password' words.

The screen will refresh, and you will need to enter your username.

- 6.) Enter your e-mail address again and click the Submit button.
- 7.) An e-mail will be sent to you containing your new password.

Enter your Userna	me to receive your password by email.
Username:	
	Submit

## **Changing Password**

Click the **Account** tab to change the password. Your new password needs to be:

- 1.) Greater than or equal to 8 characters
- 2.) Contain a combination of letters and numbers
- 3.) Enter your existing password, then the new password (twice)
- 4.) Click on the Change Password button to finalize the change

	Student	Campus	Account
MY HOME			
CHANGE PASSWORD			
Old Password:			
New Password:			
Confirm:			
Change Password			

