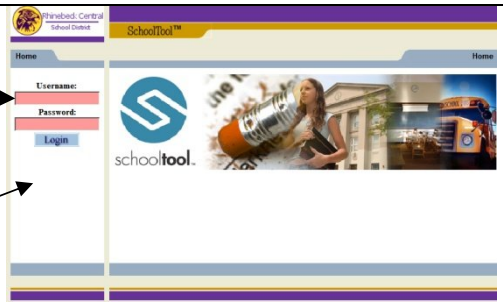
Parent Portal Access Instructions

1. Go to the schooltool website at https://st-ne.mhric.org/northeast/default.aspx

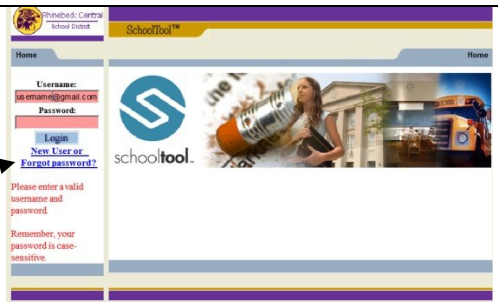
2. Type in the full primary email address you provided to the school district as your Username.
(i.e. username@gmail.com)

3. Click on the Login button, ignoring the Password field.



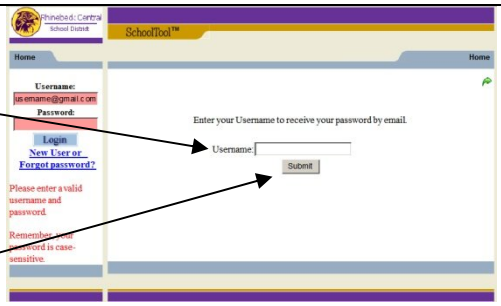
4. User will be presented with a clickable "New User or Forgot Password?" link.

   Click on the "New User or Forgot Password?" link.



5. User will be presented with a screen asking for their email address. Type in the full email address again.

   Click the submit button. If the user has entered a valid email address, an email message will be sent to the user with their new password.



6. Navigate back to the schooltool website keying in the same email address and the new password from the email message. The password may be copy/pasted from the email message, but be careful to grab each character.

7. Users have the option to change their password once logged in under the Account tab on the upper right. It is recommended that the new password be:
   - equal or greater than 8 characters
   - a combination of letters, numbers and symbols (including upper and lower case letters)
   - something that can be easily remembered

As a security measure, if a user has attempted to log in (5) five consecutive times without success, that user's login will be locked out. A schooltool administrator must be contacted to unlock.