SchoolTool Password Reset Directions

1. Log onto your Chromebook and open Chrome. Go to the AJHS homepage. Click on the Schooltool link in the upper right-hand corner of the page.
2. You should then see an option to click " **Forgot Password**" in the center of your screen. Click this.
3. In the center of the screen, you will be asked to enter an email address, which will be: **firstnamelastname@aecsd.education.** Click Submit.
4. Now, you will have to log in to your Gmail Account (which is your school Google Account). Keep your Schooltool tab open, and open a new tab and go to Gmail.
5. You should see an email from SchoolTool. The email will provide a temporary password. Copy that password (Highlight the password and CTL C).
6. Go back to your SchoolTool tab. Click Back to Login.
7. Now, in your username field type in **firstnamelastname@aecsd.education and** paste in the temporary password from your email (CTRL V).

   This password is temporary and should be changed. See directions below.

SchoolTool Password Change

1. Once you are in SchoolTool, click on the Accounts tab on the right side of your screen.
2. In the Old Password field, paste that temporary password in.
3. In the New Password field, type in a password you will remember (must start with a capital letter, and must include 1 number).
4. In the Confirm field, enter your password again (be sure they match).
5. You must click on Submit (do not just press enter).

Please feel free to email Mrs. Didio (marcelladidio@aecsd.education) or ihelp@aecsd.education if any further assistance is needed.