

# Login Instructions for the SchoolTool Parent Portal

The Parent Portal is a component of the SchoolTool program, and allows a parent or legal guardian secure access to their student's class schedule, grades, assignments, and contact information.

[www.monroe2boces.org/cteportal](http://www.monroe2boces.org/cteportal)



You can also access the Parent Portal SchoolTool login page by clicking the **SchoolTool Login** Quick Link located on the main page of the CTE department website. Your username is your Email address.

## To Reset Forgotten Passwords:

- Type your registered Email address in the **Username** box.
- Leave the **Password** box blank and click the **Login** button.
- You will be presented with a “**New User or Forgot Password?**” link.

If this link does not appear, the Email Username entered is not registered with BOCES for a Parent Portal account. If you have not registered, or if your Email has changed, please use the Email address below to contact our Liaison.

Click the “**New User or Forgot Password?**” link and input the desired Email address in the **Username** window. Click **Submit**. An Email will be generated with your new password, and sent to the Email address you entered.

After a few moments, your password will arrive at your registered Email account.

At the SchoolTool Login page, enter your registered Email address in the **Username** window, and enter the new assigned password.

Enter your Username to receive your password by email.

Username:

## To Change Your Assigned Password:

Click on the **Account Tab**, and enter the assigned password in the **Old Password** window. Type the desired password in the **New Password** window, and again in the **Confirm** window. Click the **Change Password** button to finalize the change.

**Password has been changed**

**\*\* PLEASE NOTE:** Keep your password in a safe place, as we do not keep a list of passwords. If you lose your password, you will need to go through the same process above to reset it. **\*\***

## Locked Accounts:

You have 5 attempts to enter the correct password before you are locked out of the account. Please contact the Parent Portal Liaison at the Email below to unlock your account.

Liaison Email address: [cteportal@monroe2boces.org](mailto:cteportal@monroe2boces.org)