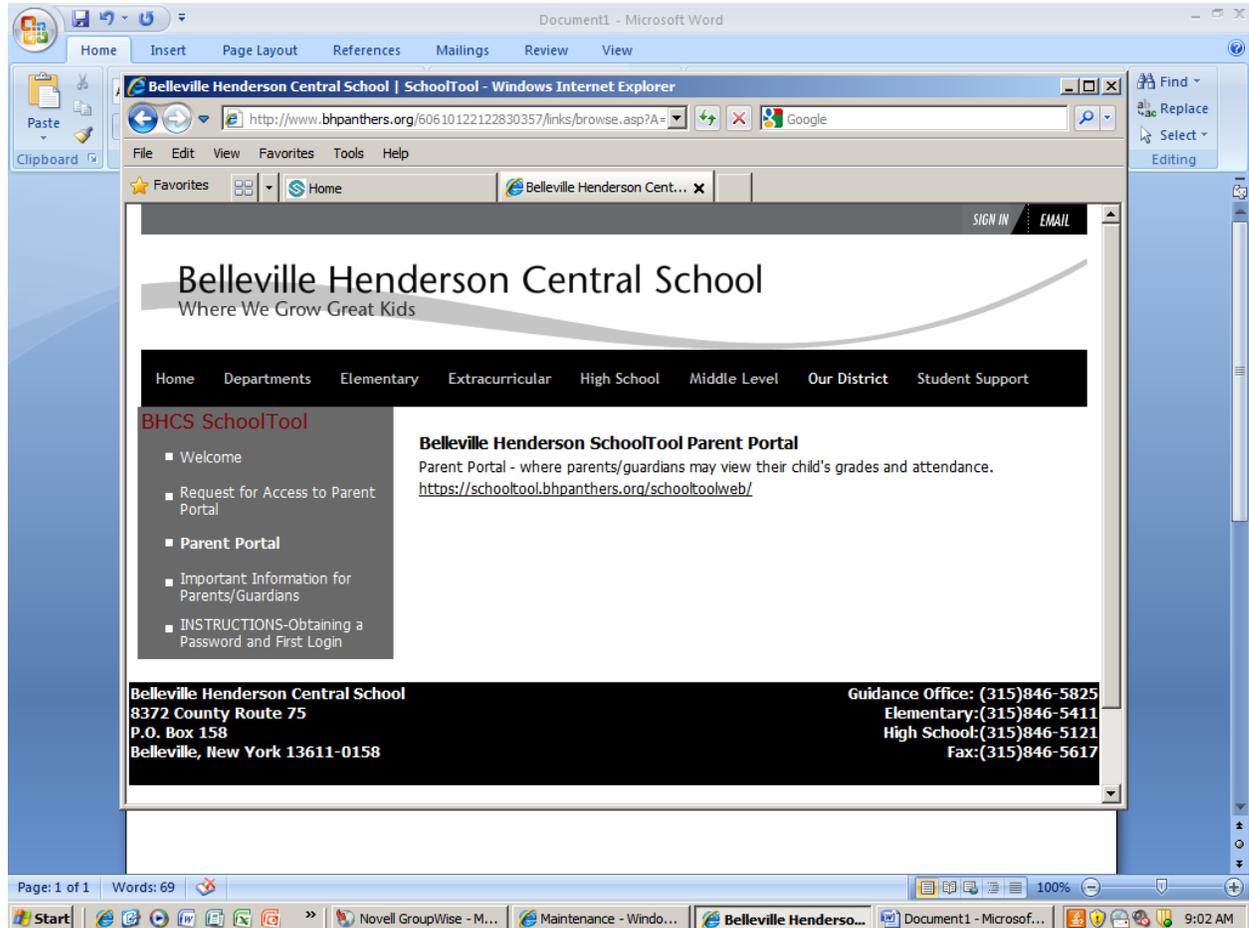
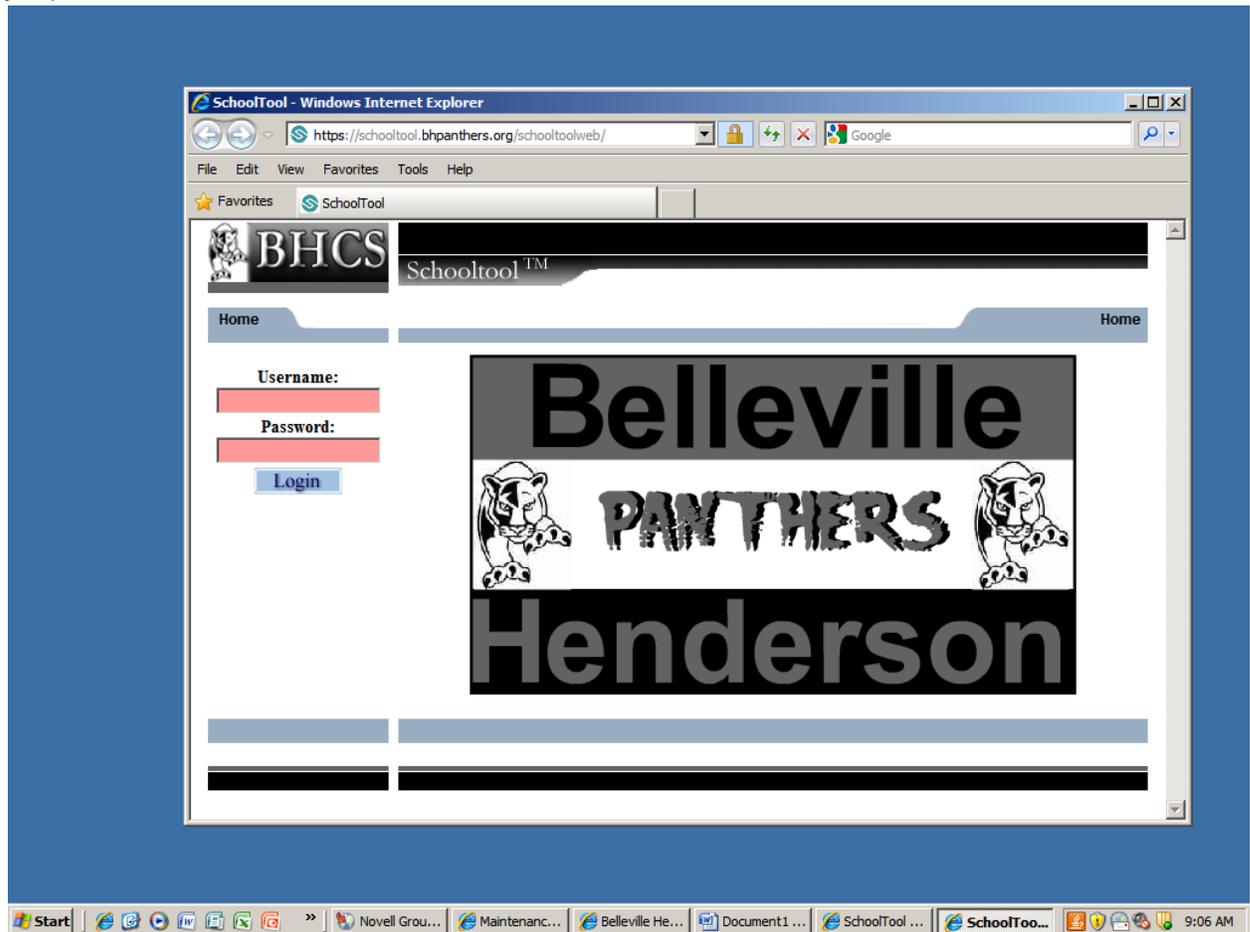


SCHOOLTOOL PARENT PORTAL INSTRUCTIONS

1. Fill out Parent Portal Access Form.
 - a. Online and PDF forms are available at our school website: bhpanthers.org >Our District > Schooltool
2. After you Parent Portal Access Form has been processed, you will receive an email with your password.
3. Once you have your password. Go to bhpanthers.org > Our District > Schooltool > click on the link in the middle of the page:



4. Enter your username (which is your email address) and your password (that was emailed to you):



5. Once logged in you will be able to see your student's name(s) that you have access to.
 - a. To view your student's information, click on the little blue triangle in front of their name.
 - b. You will be able to view information by clicking on the following tabs:
 - Contact Information
 - Schedule Information
 - Attendance Records
 - Discipline Records
 - Grades
 - Assessments
 - Assignments
 - Letters
6. Your password can be changed by clicking on the Account Tab and filling in the boxes for your old and new passwords.