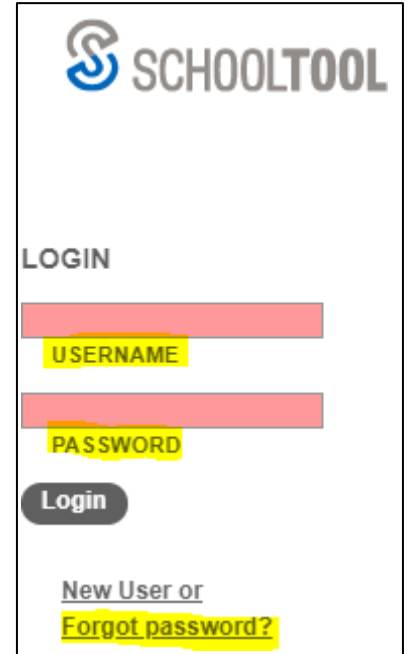



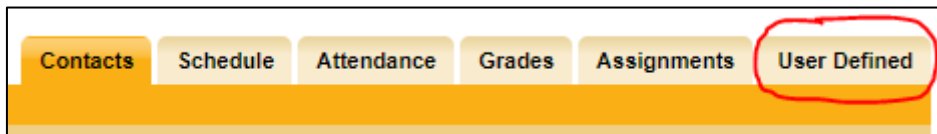
Digital Equity Survey Parent Guide: Using SchoolTool Website (NOT the Mobile App)


The SchoolTool Website can be accessed using a Desktop Browser or your Mobile Browser

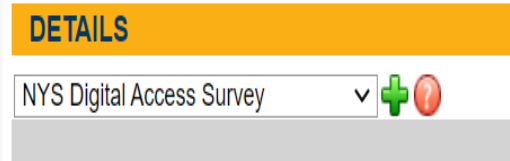
1. To access HFFMCS D's SchoolTool website, copy & paste this web address into your desktop browser: <https://st-hf.mhric.org/highlandfalls/Default.aspx>
2. Login to the SchoolTool Parent Portal by entering the following:
 - a. **USERNAME** is: The email address you used to sign up for a Parent Portal account
 - b. **PASSWORD** is: Only you know your password. If you have forgotten it, click the [Forgot Password?](#) link, then enter your Parent Portal email address; a temporary password will be sent to your email; check your email; copy & paste the temporary password from your email to the SchoolTool login screen



3. Click the Login button 
4. Click on your child's name (which appears in BLUE text)
5. Click on the "User Defined" tab on the far right side




6. You will see "NYS Digital Access Survey" in the dropdown menu on the left side
7. Click the green  dropdown menu includes the survey in English or Spanish



8. The Start Date should already be pre-filled with the date you are completing the survey.
9. The End Date should already be pre-filled with the date (this field is locked, so it can't be changed)

10. Answer the 9 questions

a. You MUST answer all 9 questions or when you click the "Save" icon  SchoolTool will flag the unanswered questions with: **Question 6 is required**, etc.

b. Click the "Save" icon  to submit the completed survey

11. Click the "Show history" link if you want to see the answers you submitted

12. If you used the [Forgot Password?](#) link in step 2b above, don't forget to create a new password by clicking on "Home" from the top left, then click the "Account" tab on the far right, then enter the temporary password that was emailed to you earlier, then enter and confirm your new password and finally click the "Change Password" button