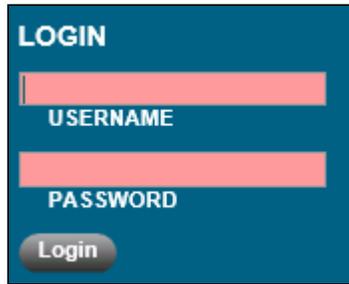


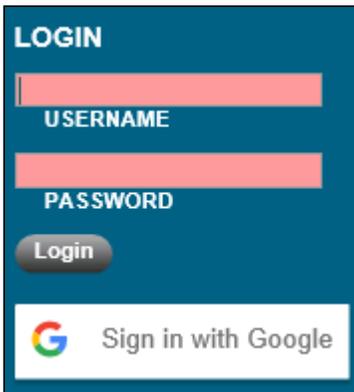
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## Logging In

1. Open your browser.
2. Go to the DCS schooltool URL: <https://schooltool.dundeeecs.org/schooltoolweb> or access from SchoolTool-Login on district homepage.



3. Remember that passwords are case sensitive.
4. Click the **Login** button to login.
5. If your district allows Google log in, you can click the "Sign in with Google" button and enter your Google account credentials instead.



Note: If your district allows access to schooltool from off campus, you can log in using a supported browser from anywhere you have a network connection.

Note: When you log in, you will see the **Home > My Home** view by default. Based on your user role, you will see a customized **My Home** view that gives the access to the sub-modules, tabs, and reports needed to perform daily tasks. This is described in more detail in the Home User Guide.

The screenshot displays the schooltool web application interface. At the top left is the schooltool logo with the text "Mindex Technologies Rochester, NY". A horizontal navigation bar contains links for Home, Census, Scheduling, Medical, Faculty, Discipline, Attendance, Counseling, Transportation, Maintenance, and Logout. Below this, a secondary bar shows "schooltool™" and "High School (High School) 2008-2009" next to a search input field and a "Search" button. The main content area features a left sidebar with a "Home" button and a "My Home" section containing links for Curriculum Maps, My Reports, Preferences, and Standards. The main content area has a "My Home" header with "Search", "Campus", "Reports", and "Actions" buttons. Below the header, a welcome message reads "Welcome, Terry BRAUN, today is Tuesday, July 22, 2008". A list of reports follows: "Cycle day 1 in High School - High School", "Cycle day A in Middle School - Middle School", "Cycle day 1 in Elementary One - Elementary", and "Cycle day 1 in Elementary Two - Elementary". At the bottom, there is an "Advanced Search" link, a search input field, and a "Search" button.

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