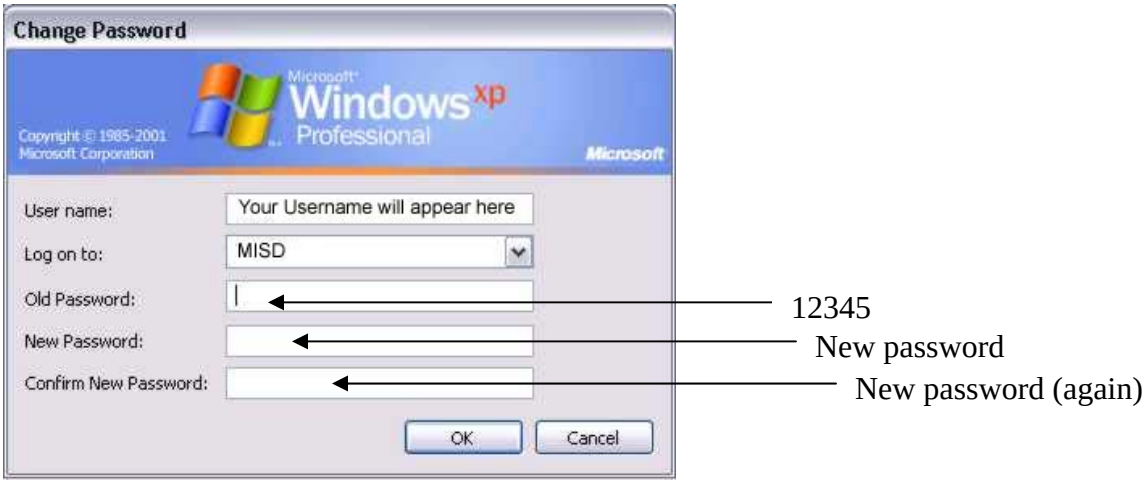
USERNAMES AND PASSWORDS

The following information will allow you to access the district network:

FIRST: Log onto a computer.
Your Username is Your last name with the first 3 letters of your first name (ex. smithbob)
Your Password is 12345

THEN: You will be prompted to change your password.
Your NEW password MUST be alpha-numeric and MUST be 5 or more characters.



Periodically, you will be prompted and required to change your password when you log onto your computer. Please note that when you change your password your network, email, and grade book passwords will change simultaneously and the Technology Department will NOT be able to tell you what it was. (Your password is private and should NOT be shared with anyone.) We will, however, be able to reset your password so that you can personalize it again. If you would like to change your password other than when prompted, please follow the instructions below:

1. Log onto a computer using your network username and password.
2. Press the CTRL, ALT, and Delete keys.
3. Click “Change Password”
4. Type in your preferred password twice as indicated.