

# WHERE TO GO FOR PASSWORD HELP

This document contains instructions on the following:

[Aleks, TCI, Lexia, Welnet, etc.](#)

[Computer Password](#)

[Office 365 Applications](#)

[Sora Username and Password](#)

[To log on to KCLS](#)

[How to Reset your Destiny Password](#)

[How to Reset your Skyward Password](#)

[Keeping Your Passwords Safe](#)

[LWSD Database User Names and Passwords](#)

## COMPUTER PASSWORD

If you have forgotten your computer password or it has expired and you are unable to log on to your computer, please contact Ms. Buoy [r buoy@lwsd.org](mailto:r buoy@lwsd.org), Mrs. MacRae [amymacrae@lwsd.org](mailto:amymacrae@lwsd.org), or Mrs. Wishart [towishart@lwsd.org](mailto:towishart@lwsd.org). They can help you reset your password.

## OFFICE 365 APPLICATIONS

To sign in to Office 365 applications (Student Email, Word, Teams, OneDrive, etc.) you will need to enter your school email address, and the same password you use to log on to your computer. You will not be able to reset your Office 365 password unless you have registered a secondary authentication method with your account. If you have not registered your password, and you are not able to sign in to your Office 365 applications, see **Computer Password** above.

[Register your password](#) (assumes you have a working password)

[Password Recovery](#) (assumes you have already registered your password)

## HOW TO RESET YOUR SKYWARD PASSWORD

1. On the LWSD Skyward login page, click the **Forgot your login/password?** link.
2. Type your @lwsd.org email address in the **Email or User Name** box and click **Submit**.
3. Click **OK** in the message telling you that your request has been received by the district.
4. Go to your email Inbox and open the email message sent from the district.
5. In the **Forgotten Login/Password Assistance** email message, note your Skyward login name. (this should be the first 5 characters of your last name, the first 3 characters of your first name, including any spaces needed, and three zeros. Such as "DOE JOH000")
6. Click the link in the email message to reset your account.
7. Enter your new password in the **New Password** box on the **Forgotten Login/Password Assistance** page, and again in the **Confirm New Password** box, and click **Submit**.
8. Click **OK** when you receive the message that your password has been updated successfully.
9. On the Skyward login page, enter your Skyward login name in the **Login ID** box (See note about what this should be) and new password in the **Password** box.
10. Click **Sign In**.

## HOW TO RESET YOUR DESTINY PASSWORD

1. Click **Log In** at the top right-hand side of the screen in Destiny.
2. Click **Forgot password?** on the login page.
3. Enter your user name (s-\_\_\_\_\_) and barcode (**7-digit student ID**) under **Forgot password...** and click **Next**.
4. Select the **Month, Day, and Year** of your birth date, and click **Next**.
5. Type your new password in the **Password** box, and again the **Confirm Password** box (make sure they match), and then click **Save**.

You should now be able to log in to Destiny using your user name and the new password you just set.

## SORA USERNAME AND PASSWORD

1. Go to [Sora](#)
2. Click on **My School is Lake Washington School District 414**
3. Click on **Sign in using Lake Washington School District 414**
4. Enter your LWSD email.
5. Enter your LWSD password (the same one you sign into your computer with).

Now you can explore the eBooks available within LWSD. Have questions about Sora, please contact Ms. Buoy [rbuoy@lwsd.org](mailto:rbuoy@lwsd.org).

## TO LOG ON TO KCLS:

1. Go to [KCLS Databases](#)
2. Find the database that you want (do not use the log-in button)
3. Click on the database and then you will be prompted for a user name and password.

**USER NAME:** 414 \_\_\_\_\_ (your 7 digit Student ID number)

**PASSWORD:** \_\_\_\_\_ (the last 4 digits of your Student ID number)

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King County Library System

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Log In to Premium Databases

You'll need an active [KCLS library card](#) to use this premium database.

Library Card Number  Barcode, not your username. Include 0s

PIN or Password  Last 4 digits of your phone number if first login

SUBMIT

[Forgot your PIN or Password?](#)

## LWSD DATABASE USER NAMES AND PASSWORDS

See the **LWSD Databases Home Access User Names and Passwords** document within RHMS Library Teams under Research and Citations, the document will be pinned at the top under Files.

### **ALEKS, TCI, LEXIA, WELNET, ETC.**

For help with your password for Aleks, your online Science textbook, TCI, Lexia, or Welnet), or any other class specific online program, please contact the appropriate teacher for the class.

### **KEEPING YOUR PASSWORDS SAFE**

Avoid using a picture password because you need to remember your old password to reset it to a new one. If you write your passwords down, be sure to keep them in a safe place that only you know. And if you keep a password list on your computer, be sure not to use the word "password" in the name, and save this file to OneDrive.