

# Student Accounts for Computer & Email Access

All Students, **Grades 4 – 12** will be issued a unique Student Account. This account will be used to log in to computers located at the school site and access Student Email.

- The Student's **User Name** will be their **Student ID** (A Student ID will be issued to each student at the beginning of the school year. This Student ID will not change while they are enrolled in any MUSD school).
- The Student's **Password** will be the **Student's Birth Date** (entered as MMDDYYYY).

## How to Sign in to a School Computer

To sign in to a School Computer, follow these instructions:

1. Press the **Ctrl + Alt +Del** keys
2. Enter the following logon information:

User Name: Student ID  
Password: Birthdate

**Example:**

User Name: 228199  
Password: 01232003

*\*If the Student's Birth Date is January 23, 2003*

3. Press the **'Enter'** key.

## How to Sign in to Student Email

Student e-mail may be used as a communication tool between the teacher and student.

To access your Student Email Account please follow these instructions:

1. Browse to <https://login.microsoftonline.com>
2. Enter the following logon information:

Student Email: StudentID@musd.net  
Password: Birthdate

**Example:**

Student Email: 228199@musd.net  
Password: 01232003

*\*If the Student's Birth Date is January 23, 2003*

3. Click the **'Sign in'** button

