

Login Process for Students

Students must do the following to log on

- ▶ Turn on their laptop
- ▶ Type their username (ex: fir.las4321) on the appropriate line on the login screen
- ▶ Type the default password on the appropriate line:
R1Student (this is case-sensitive)
- ▶ Create a new password
- ▶ Login to the device
- ▶ **Remind students to keep login information confidential!**

New Password Guidelines

- ▶ at least 8 characters long
- ▶ Must have 1 lowercase letter
- ▶ Must have 1 uppercase letter
- ▶ Must have 1 number
- ▶ Must have 1 special character (examples: !, @, #, \$, %, &)
- ▶ ***Sample*** password: pX4#TnDy

If a student forgets his/her password...

- ▶ Teachers may change the password on their teacher laptops

Student Email Accounts

- ▶ Students will have access to MS Office 365 email and OneDrive storage for **EDUCATIONAL** purposes
- ▶ Remind students to enter their passwords into the OneDrive box when prompted
- ▶ The email address will be the [username@r1student.org](#) (Example: fir.las4321@r1student.org)
- ▶ The email password will be the same as the password used to login into the computer/laptop
- ▶ Student email can only be used for communication with other district students and teachers

Student Email Account Monitoring

- ▶ To ensure safe communication, the district will monitor student email accounts using SafeMail software
- ▶ Email containing the following will be flagged:
 - ▶ Bullying, Threats, Weapons, Suicide, Drug references, Gangs