

Information for Newly Enrolled Elementary Students

1. **Student Username:** 7-digit student number found in Skyward-Qmlativ Family Access. This number is also used for lunch purchases and library check-outs.
2. **Student Email:** 7digitstudentnumber@lwsd.org (i.e. 1234567@lwsd.org)
3. **Laptop use and responsibilities**
 - Elementary students should be aware of expectations of the use and care of your district laptop. When using a laptop at school and by checking out a laptop, students and families agree to abide by the guidance in the [Elementary Laptop Agreement](#) and the [Electronic Resources and Internet Safety Policy \(2022P\)](#)
 - If your laptop is broken or not working properly, report it to your teacher so it can be repaired. If needed, a loaner laptop will be provided for use at school.
4. **For students who take home laptops**
 - Always keep your laptop fully charged for use at school.
 - Good practice is to restart your laptop at least once per week.
 - Turn on and charge your laptop and allow updates to be installed. District laptops have security measures where updates are sent periodically to all student computers. Microsoft also sends updates to student computers where timing is not managed by the district. This is normal and may cause some slowness at times while updates are installed.
 - Take care when transporting a laptop in a backpack. Do not keep food or liquids in the same compartment. Handle your laptop with care and do not drop your backpack hard on the ground which may cause breakage.
 - Computer help after hours: Family Technology Access is available by email or phone to help with school-related technology issues. For questions, please call 425-936-1322 or email ftaccess@lwsd.org . This service is available 7 days per week 24x7.
5. **Password Guidelines**

Passwords for students in grades 3-5 will expire every 90 days and must be reset for security purposes.

An acceptable LWSO password must:

 - Include at least ten characters.
 - Include at least one character from three or more of the following categories:
 - Uppercase letter (A-Z)
 - Lowercase letter (a-z)
 - Number (0-9)
 - Special Character (symbols or space)
 - NOT contain any part of your own first or last name, username, or email address.
 - NOT be a previously used password.

6. Password Tips

- If a password doesn't work, try another password.
- Passphrases are easier to remember than complicated passwords. A short phrase can be modified to add symbols and numbers. Spaces count as special characters, so a proper sentence also works as a password. The longer the sentence or phrase, the more secure it is. Examples of passphrases:
 - Hello world!
 - Seahawks.Super.Bowl.Champs!
 - T0day_is_another_day
 - One+five=6
- Password changes may take up to 10 minutes to sync to OneDrive and email and in the cloud.

7. Classlink

ClassLink is LWSD's single sign-on tool. From the ClassLink LaunchPad, students are automatically logged into several district-provided digital tools, so they no longer need to remember multiple usernames and passwords. The ClassLink LaunchPad is accessible from any device with a web browser that can install browser extensions.



- All Student devices have <http://launchpad.classlink.com/lwsd> set as the browser homepage for Edge.
- Once students open their browser to access the ClassLink LaunchPad, they will log in with their district username (7-digit student number) and password. Younger students may use a QuickCard for logging in which will be provided by their teacher.



- Once logged in, students will see a collection of digital resources available to their grade level.

