

Student Directions for logging in 2020

Step 1-7 must be done on campus/ Step 8 -13 must be done at home

1. Turn Laptop On (may need to plug in if not charged)
2. Control Alt Delete
3. Choose Other User
4. Enter student User Name in first box (s- first name initial last name, some may include more initials of first name if last name is repeated in district)
5. Enter this formula for the password (if you are new and don't know your student ID# it should be on the bottom of your laptop or on the paper you have with your classes)

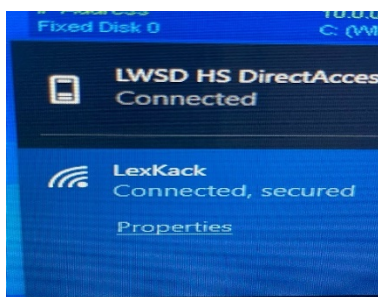
21Stu#xxxxxxx (X's are the student ID #)

Example if you ID # is 409888 this is your password: **21Stu#409888**

6. If it doesn't connect to the network **RESTART** the laptop
7. After desktop loads go to the waffle in lower left-hand corner and choose from power options "Shut Down". Then go home.

AT HOME...

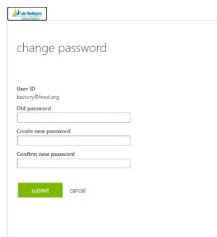
8. **RESTART** when you get home or at any point to trouble shoot.
9. After you **RESTART** at home be sure you are connected to your home wi-fi by clicking the icon on bottom right side of your tool bar. Above the name of the available wifi at your house you should see something that says "LWSD HS Direct Access". If you don't see this you may need to contact FTA if the device doesn't connect to websites and school portals like Office 365.



10. When you get home go to this link to register for password recovery.
<https://www.lwsd.org/help/password-registration-and-recovery> Follow the directions carefully. Once you have done this you must change your password.
11. After you register and you are in the portal be sure to click on "Organizations". Then choose "Password"



12. **Then you can change your password.** The old password will be the formula you used to log in at school



Password rules are

- 10 characters
- No part of name or previous password
- One capital letter, one lower case, one number, one symbol

13. **TAKE A PICTURE OF YOUR PASSWORD** so you don't forget it. You can change it yourself in 90 days. Put an alarm in your phone for the first week of November to remind yourself to do this. If you change it yourself before the 90 days ends then you won't have to ask for help.

14. **Open any browser and go to the LWSO website, Students and Families, For Students and Families,** Scroll down to OneDrive and click that. Your Office 365 Online dashboard should open.

15. **In the upper left hand corner click on the "Waffle" to see all your apps**

16. **Launch Outlook** and follow the directions to set up your email.

17. **Teams** will download on its own, after you restart your laptop at home and keep it on

18. If you have any problems, please contact the Family Technology Access office:

Family Tech Access

425-936-1322

Mon-Fri 8:00am - 4:30pm

ftaccess@lwsd.org