

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

STUDENTS FIRST TIME LOGGING ON THE SASD NETWORK (ACCOUNT ACTIVATED)

Purpose

This handout is to show how a SASD Student should log on to the SASD Network for the first time (after their account is enabled).

Big Question: How does a student get their account enabled?

Answer: They first must complete the Acceptable Use Policy. They need their parents to sign this form and bring it back to SASD.

First time log on

It's quite simple, just do the following:

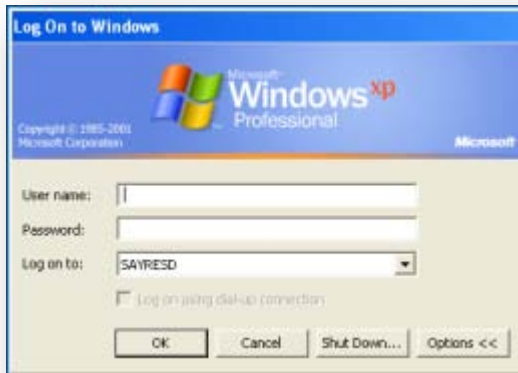
Turn on your SASD Computer (if it is not already on). The following screen will appear:



Hold the **CTRL** & **ALT** keys down and then press the **Delete** key on your keyboard – the following sample screen will appear:



Click on OK – the following sample screen appears:



Enter your username

For students – its your graduation year followed by your first initial plus your full last name – see the above below for Paula Smith who will graduate in 2011:



Then press Click on OK – the following screen will appear:



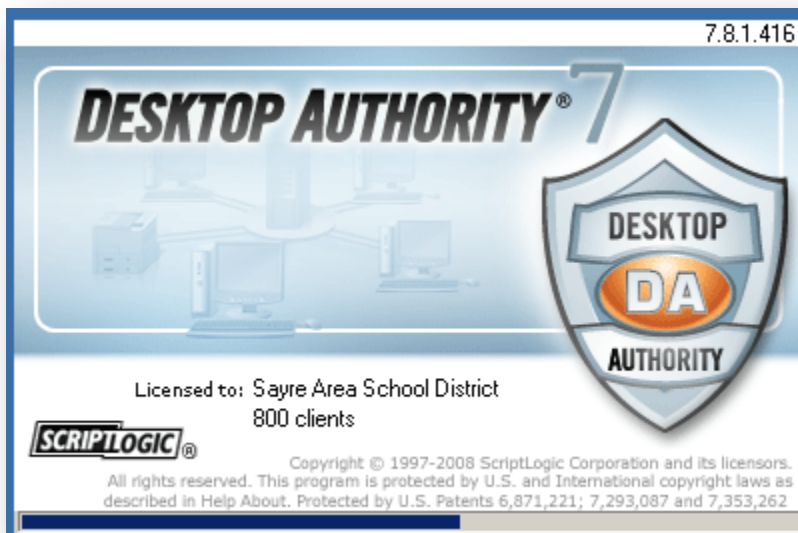
Click on OK



Click in the New Password field (enter your desired password – you will be responsible for remembering your password)

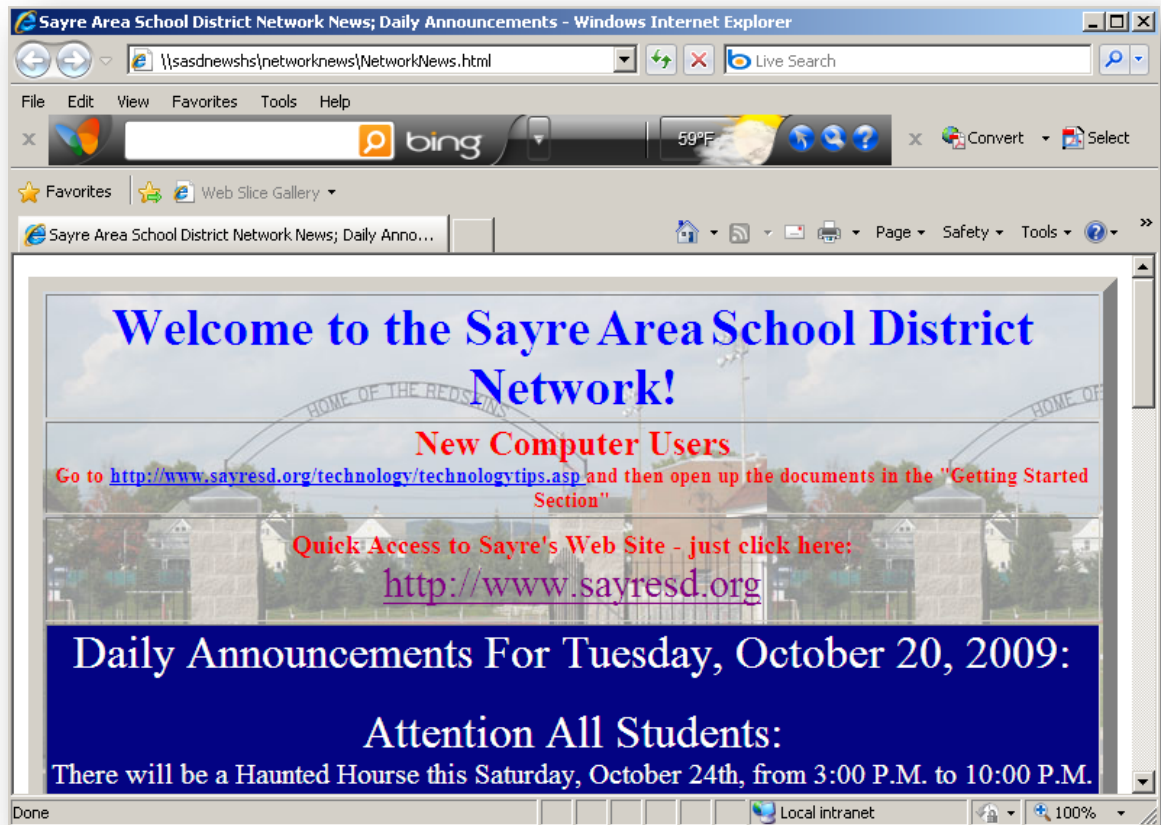
Click in the Confirm New Password field (enter the same password that you chose from the prior step).

Lastly – press OK – you should see the following welcome screen once you are logged in:



First you will briefly see the Desktop Authority screen which is used to set up your PC session.

Next you will see our SASD Network News:



Please remember to read any SASD Network and District News. For example, if there is a planned network system downtime, it will be posted here. TIP – you can click on the <http://www.sayresd.org> link to quickly get to the internet and our home page.