

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

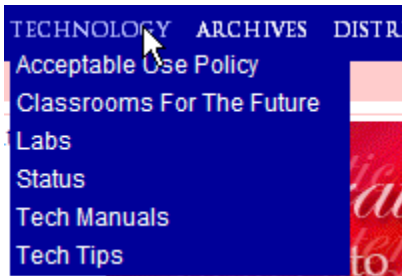
STUDENTS FIRST TIME LOGGING ON THE SASD NETWORK (ACCOUNT ACTIVATED)

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. This form is located on www.sayresd.org; from the Home page, click on the Tech tab→Acceptable Use Policy



[AUP Sayre Letter of Understanding & Sign Off for Students \(students complete & sign and return to Technology Department\)](#)

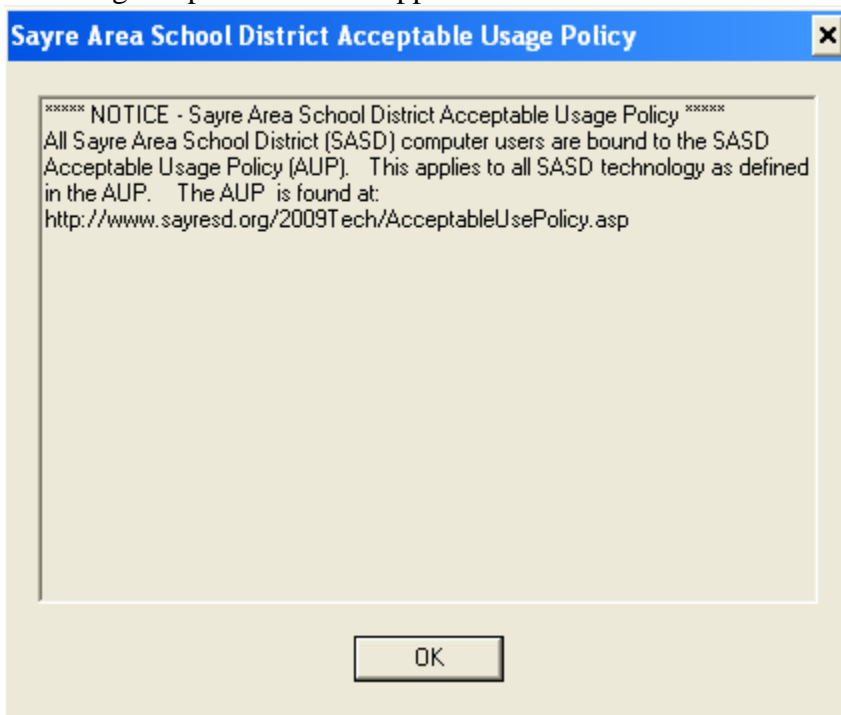
First time log on

It's quite simple, just do the following:

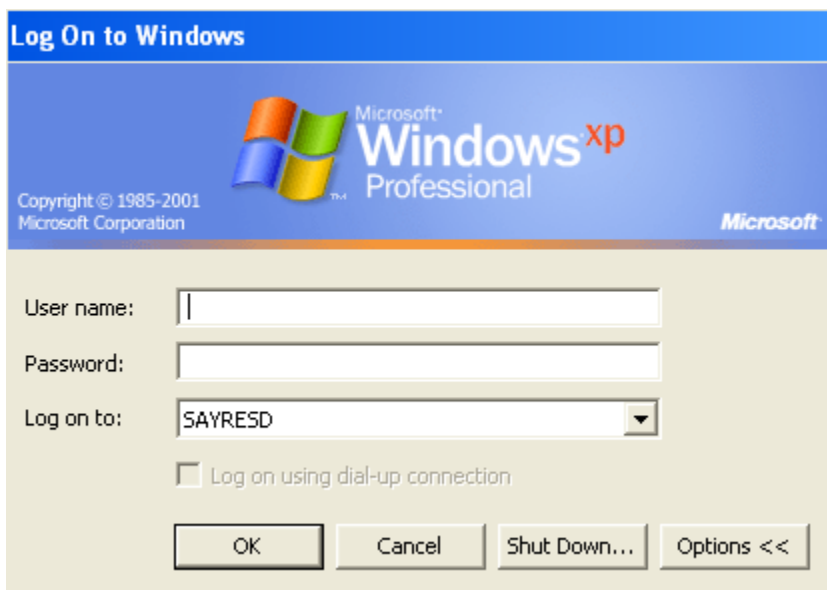
Turn on your SASD Computer (if it is not already on). The following screen will appear:



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 – A screen will appear saying you are required to change your password at first login. Click OK



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

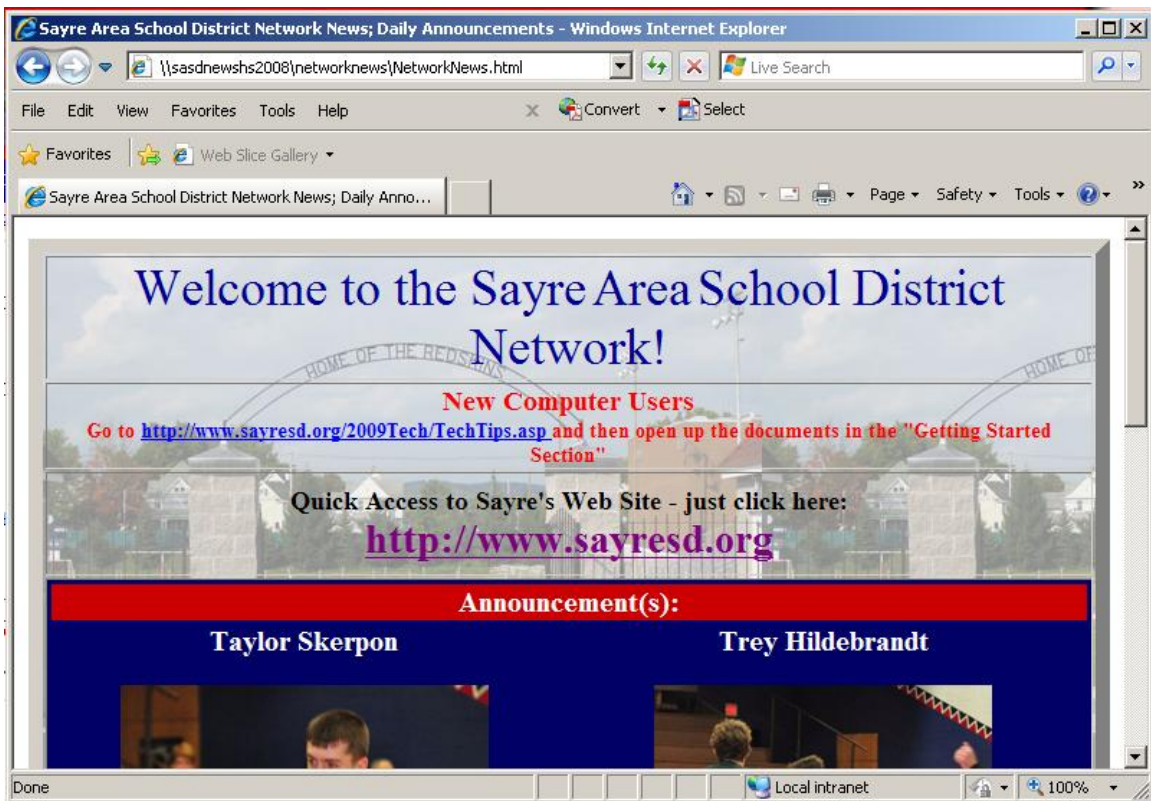
Click in the Confirm New Password field (enter the same password that you chose from the prior step).

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.