**Logging in**

* Username is firstnamelastname with no space
* For example: leighdaul
* Password is your district password
* If someone else has logged into the computer, select “Other user” in lower left corner

**Changing password**

* To change your district password:
* **While on the school network:** press Ctrl Alt Del
* Select “Change a password”
* Enter your old password, then the new one
* **If you need or want to change your district password when off our network:**
* Go to an Office 365 website such as: outlook.office.com or portal.office.com
* Log in with district email and password
* In the upper right corner, select the circle with your profile picture or initials
* Select “View Account”
* Then select “Change Password”

Changing your password off network changes your district password but you’ll need to use your old password to log onto the computer until you get back on the school network.

Tips for a strong password

* Long passwords are stronger, so make your password at least 12 characters
* Use upper and lower case letters as well as numbers and symbols
* Make a password from the first letter of each word in a sentence
* Don’t use names from your life such as children or pets
* Don’t use important dates such as birthdays or anniversaries

**Finding applications**

Graphical user interface, application

Description automatically generated

**Installing applications**

* Find the application: Software Center

A picture containing text, screenshot, electronics

Description automatically generated

* Select an application and install

Graphical user interface, application

Description automatically generated

* If you don’t see an application that you need, put in a help desk request by emailing [helpdesk@sjsd.k12.mo.us](mailto:helpdesk@sjsd.k12.mo.us) or submitting a ticket at sjsdhelp.zendesk.com

Where to find files

* File explorer is like Finder on Mac

A picture containing logo

Description automatically generated

* We recommend saving files to a cloud drive such as One Drive so if you ever lose your computer, you don’t lose the files

Graphical user interface, text, application

Description automatically generated

* One Drive is already installed on your laptop, you just need find and open the application and log in.

Graphical user interface, application

Description automatically generated

Enter your email address and Sign in

Graphical user interface, diagram, application

Description automatically generated

Select “Next”

Graphical user interface, application

Description automatically generated

Keep default settings and Continue

Graphical user interface, application

Description automatically generated

Select “Next” on the following screens Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, Teams

Description automatically generated

Graphical user interface, application

Description automatically generated

You can select “Later” on this screen

Graphical user interface, text, application

Description automatically generated

Select “Open my OneDrive folder”

Graphical user interface, text, application, chat or text message

Description automatically generated

How to restart the computer

Press the windows button on your keyboard or task bar

Graphical user interface

Description automatically generated with medium confidence

Click the power button and you’ll be given options to Sleep, Shut down, or Restart

Background pattern

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Graphical user interface, application, Teams

Description automatically generated