

NEW TO L'ANSE CREUSE THIS YEAR!

Microsoft Office 365 & Power School Unified Classroom

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Dear Parents and Students,

Beginning this school year, L'Anse Creuse Public Schools will be issuing each of its students a Microsoft Office 365 account and E-Mail address to use both at school and home. This will be in addition to the Google Account that each student currently receives when they enroll with us. We are excited about this opportunity and the online access to word processing and presentation tools that it will provide to our students. ***This E-Mail address will be used by students to login to Power School Unified Classroom beginning September 6th.***

As mentioned above all students will receive an E-Mail address ending in lc-ps.org. Students in grades K-8 will only be allowed to E-Mail their individual instructors. Students in grades 9-12 will be granted outside E-Mail access; however this access will be monitored. In all cases since these accounts are issued by the district, their use is governed by the Student Technology Acceptable Use Agreement, and the L'Anse Creuse Student Code of Conduct.

Students may begin to login to their new Office 365 accounts at any time simply by navigating to ***portal.office.com*** and entering in their L'Anse Creuse login ID, which is the same as their computer login. Student computer logins are comprised of their student ID number located on their schedules and the first three (3) letters of their last name (example: 123456DOE@lc-ps.org). The length of each student's ID number varies. Passwords are comprised of each students date of birth (example: 20021020) would be used for October 20th, 2002.

If at any time the student cannot remember their password, or lock themselves out, they may contact the L'Anse Creuse Help Desk between the hours of 7:00 A.M. and 3:30 P.M. to request a password reset.

"Finding a Better Way Through Technology"

Sincerely,

Jason D. Harms
Supervisor for Technology