**STUDENTS HAVE 2 Log-ins - BOTH WILL HAVE THIS PASSWORD TO START: first initial + last initial + birthdate (MMDDYY)**

1. **Google/Google Classroom Log-in**
   1. Go to Google - [sID#@gse.cusd80.com](mailto:sID#@gse.cusd80.com)
   2. first name initial + last name initial + birthday (MMDDYY)
2. **MICROSOFT/IC Log-in - THIS HAS TO BE DONE FIRST TO ACCESS IC!**

**SEE BELOW FOR THE STEPS**

            1 - Students need to log-in to create their free Microsoft Office 365 account , which will also reset their Infinite Campus Passwords.

                  From their phones, they will change the password from: **myaccount.microsoft.com**

            2 - Students will log-in using the following information:

                  - [**sid#@s.cusd80.com**](mailto:sid#@s.cusd80.com) **(example -** [**s123456@s.cusd80.com**](mailto:s123456@s.cusd80.com)**)**

                  - **first name initial + last name initial + Birthdate (MMDDYY)**

**- Then it should alert them to change their password.  They have to use at least 8 characters with an upper case, lower case,                     number and symbol without name OR ID#!**

**3 - NOTE: If they are doing it from a non-chromebook school computer, they will not have to use the @s.cusd80.com for the                 username! (Just SId#)**

**SEE BELOW FOR THE STEPS to set up password recovery reset options for the Microsoft log-in  (must use myaccount.microsoft.com without having to go to IRENE! HIGHLY ADVISED!**

* Students will click on the circle that has their initials on it in the upper right-hand corner in Microsoft.
* Students will click on "View Account".
* Students will click on "Security Info/Update Info".
* Students will click on "Add Method +".
* Students will click on "Choose Method/Security Questions". OR ANY OTHER OPTION!
* Students will choose each question and type each answer and it will save as they go...

Students can/will be able to reset passwords from the CUSD Student/Staff Links Office 365 icon to reset if needed.