

Student Account Information for Office 365

Student Details

Default Accounts

Student accounts will be a combination of the initials and the last three digits of their Sask. Learning Number. Student accounts will default to the following format of "fml###":

Example.

Name:	Jane D Smith	Account:	jds987
Student Number:	987987987	Email:	jds987@nlsd113.ca

Note: For students without a middle name/initial on PowerSchool, the "m" for middle name will be omitted. For hyphenated names, the first letter of the first name combination will be utilized.

Default Passwords

All students entered into our student information system will have a student account created automatically overnight. This means that when a new student is added to our system on Monday, the student account will not be active and usable until Tuesday. This applies to both new and transferring students.

All students also have default passwords assigned during account creation. The password format depends on the grade level assigned within the student information system.

Let's assume a student has the following date of birth (DOB): 12/14/2008 (MM/DD/YYYY)

Grade Range	Default Password Format	Example Password
PreK - 3	hello<DD>	hello14
4-6	hello<MMDD>	hello1214
7-9	Hello<MMDDYYYY>	Hello12142008
10-12	Hello<MMDDYYYY>	Hello12142008

Please note that students in grades 7-12 will be required to reset their password upon first logon.

Account Activation Rules

Grade Range	Will the system request a password change on next logon?	Does the Student have the ability to change their password?
Pre K - 3	No	No
4-6	No	Yes (Complex Required)
7-12	Yes	Yes (Complex Required)

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Key Reasons for Student Automation

The single sign on (SSO) system has been put in place to allow automation of student account creation to occur division wide. This process will allow for integration into email systems, third party tools, and Office 365 class tools.

- Accounts & Passwords have been set to initial default values as seen in Appendix A. This information is built from readily accessible student data and a printout will be available from within PowerSchool to help create home room master sheets which contain the needed data.
- A Self Service Reset Password Manager (a computer program) will be installed on all machines throughout the division. This will allow all accounts with user set passwords (Grades 4-12 and Staff) to sign up for individual password reset capabilities. This will be done through one of two ways, once the service has been activated by the user:
 - 1) Through the initial computer log on screen after system start-up.
 - 2) Through a web service tool which can be accessed over the internet.
- Resetting student passwords will be simplified by providing access to the password reset manager tool to the school staff. Class lists will generate from PowerSchool, allowing a teacher to easily reset the password for any of their current students. This can be done within the computer lab or at any computer with internet access.
- Automated Single Sign On (SSO) services will provide a backbone on which to build our educational technology framework. This will allow us to link services seamlessly together and ensure that the students only has to remember a single username and password to access all available resources. This will include Emails, Office 365 tools, MyBluePrint, Mathletics, Read&Write, and any other third party tools the school or division may purchase in the future.
- MS Office 365 for home installation! With the additional availability of division email services to students, the ability to download Office 365 programs and applications to personal devices will be available. This means that personal devices such as phones and tablets will have full access to tools downloadable from the mobile stores and that home computers (desktops) will have the ability to download the programs directly for offline use.

More information and resources will be released during future training sessions in preparation for the Go-Live dates. The above will hopefully provide enough information to understand the scope of this project and the many benefits that our students and staff will see in the coming months!