

# Students New to OCPS

1. In order to enable your account, you must first digitally sign the Acceptable Use Policy (AUP) and then pick a new password, each school year

*Log into the device (other user)*

Username: **studentid**

Password: **studentid**

2. Once logged in, the application should open. If it doesn't open a browser and navigate to <https://studentid.ocps.net> and enter your information.

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Forgot Password

User Type: Student

Enter Credentials

First Name:

Last Name:

StudentID:

Date of Birth:

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3. Read the AUP, and indicate your acceptance by checking the Accept box and selecting Next.

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ORANGE COUNTY PUBLIC SCHOOLS  
Guidelines for Acceptable Use of Network Resources

Orange County Public Schools provides network resources for the purpose of supporting its education, learning, research, and public services. It is expected that usage will be strictly educational in nature in support of the district. These guidelines are a requirement to participate in OCPS's use of technology and are subject to revision at any time. (Reviewed and Updated: October 2014) (Reviewed and Updated: October 2014) (Reviewed and Updated: October 2014)

These guidelines are effective from 8:00 a.m. to 5:00 p.m. for any application or software used on school district computers.

**EMPLOYEE RESPONSIBILITIES**

All Orange County Public Schools employees shall:

- Be responsible for the secure storage of information stored on the or her personal desktop system. This includes:
  - o Making regular backups of electronic workfiles
  - o Properly logging off systems
  - o Using any required security software
- Notify the network administrator immediately if work-related resources and change access codes on a regular basis as required by students.
- Notify the network administrator immediately if the computer, network, or other device connected to the network is used for any purpose that is not authorized.
- Report any loss or damage to school equipment, including but not limited to computers, printers, modems, routers, switches, network cards, and other network resources.

At the bottom of the scrollable area, there is a red arrow pointing to the 'Accept' button.

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4. Pick a Secret Question and Answer. Choose something you will remember, because teachers can't help you!

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To ease you forget your ID or password...

Secret Question:

Example Questions:

Your Answer:

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5. Type in a password. A password must be at least 8 characters long, and contain at least 1 lower case letter, 1 upper case letter, and 1 number. Ex: Password1

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Please Choose a method to change the password...

Type by Key

Type New Password:

Re-type New Password:

Password Hint

The password must be at least 8 characters in length and must contain at least one of each type of the following characters:

- Lowercase letters (a-z) (e.g., @ppassw0rd12345)
- Uppercase letters (A-Z) (e.g., @PPASSW0RD12345)
- Numbers (0-9)
- Other Keys
- At least one of the 31 non-alphanumeric characters (usually omitted) but it is not recommended.

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6. You will have 90 seconds to write the password down or to take a picture. Then select Logout.

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Logout

Your agreement to the Acceptable Use Policy has been saved. Thank you. This page will automatically close in 90 seconds. Please remember your credentials.

Remain Time: 45

NetworkLgpnID	NetworkLgpnPassword
4801234567	Password

Secret Question:  Bingo

Secret Answer:

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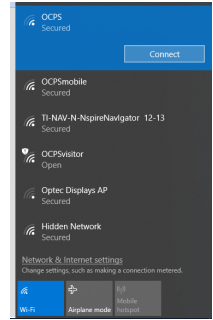
7. Now, log into your device with your new login credentials.

*Log into the device*

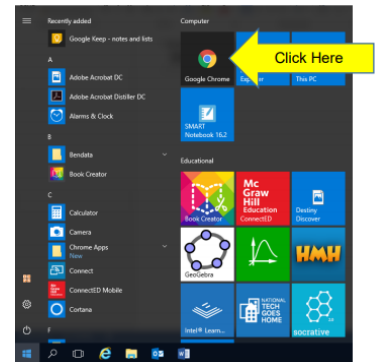
Username: **your student number (480.....)**

Password: **the password you just created**

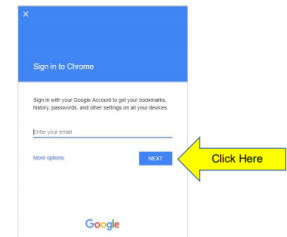
8. Connect to the "OCPS" Wi-Fi Network. You may be prompted to sign in with your OCPS credentials again.



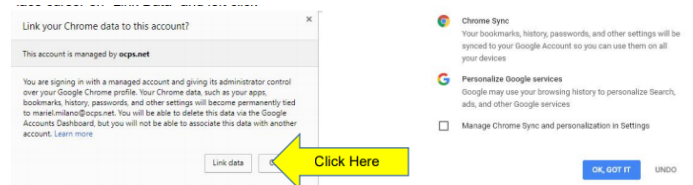
9. Open the Chrome browser from the start menu.



10. Login to the Chrome browser, by selecting Sign In. Enter your school email address with *your* student ID number, 480123456@students.ocps.net and your new password.



11. Read acknowledgment of managed account, and select Link Data, then OKAY, GOT IT.



12. You have been successfully logged into the browser if you see your user ID/name in the top right hand corner of the Chrome browser screen.

