

Resetting Your Password

(note: if you are experiencing a problem signing into the Chromebook:

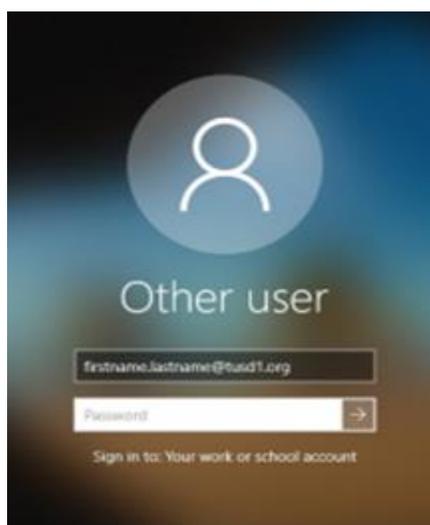
Type your matric number followed by @s.tusd1.org (ex. matric@s.tusd1.org) then enter. This will erase the embedded @s.tusd1.org that always appears in login bar).

Beginning August 1, 2020 all students will need to reset their TUSD password.

1. Login in:

- a. Use your 10-digit matric number followed by @s.tusd1.org
_____@s.tusd1.org (this is your school email address)

Then type your **matric number** as your password for **this year**



Here is an example of your school email and password format:

User name 1 2 3 4 5 6 7 8 9 0 @ s . t u s d 1 . o r g
password 1 2 3 4 5 6 7 8 9 0

(You won't use the password from last school year)

2. Follow these steps to reset your password

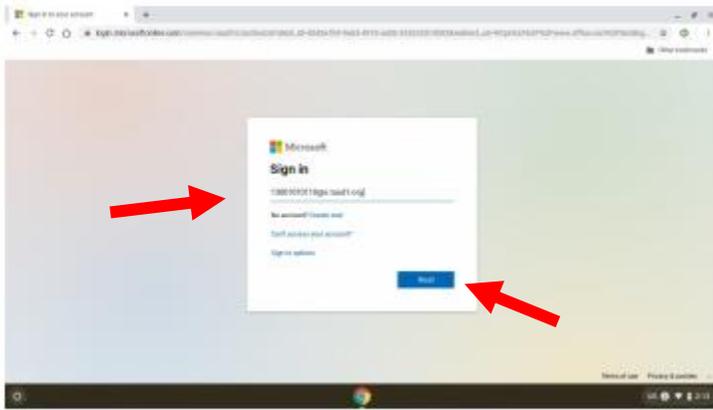
* Open a web browser, Google Chrome or Microsoft Edge will work.

Type **office.com** on the address bar and then hit "enter"

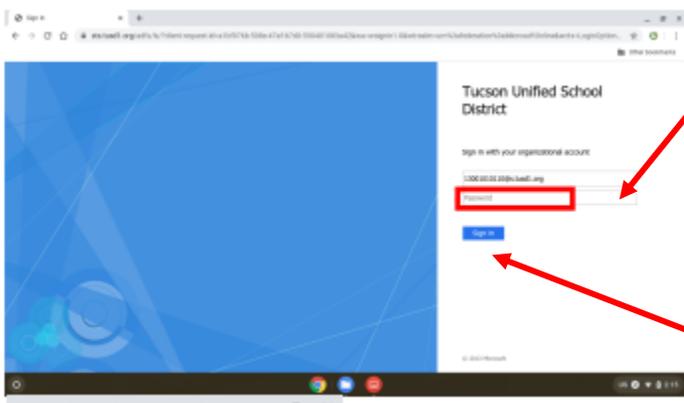
← → ↻  office.com

3. Type in your full school email address which is your matric@s.tusd1.org

Example: 1234567890@s.tusd1.org Click "Next"

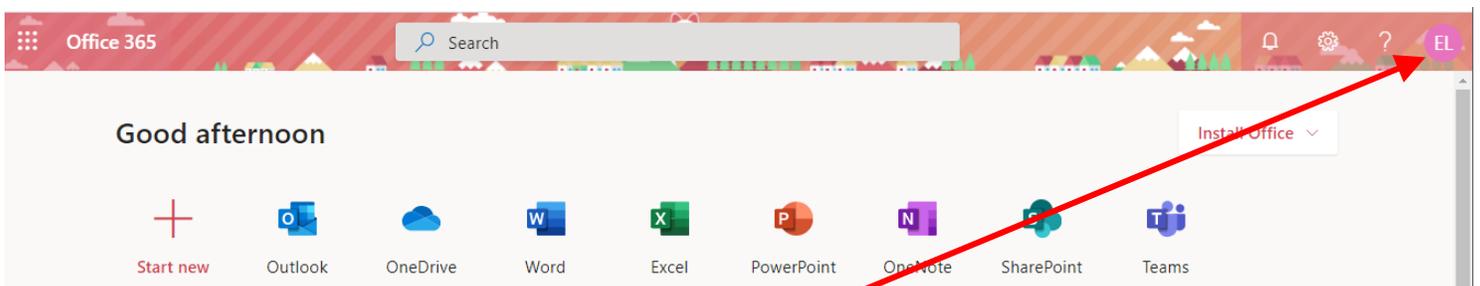


4. Confirm your school email address and type your password. Remember, your current password for this year is your matric number.

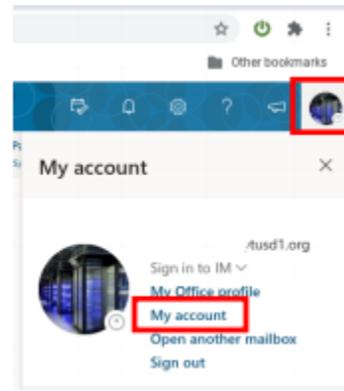


Click "Sign in"

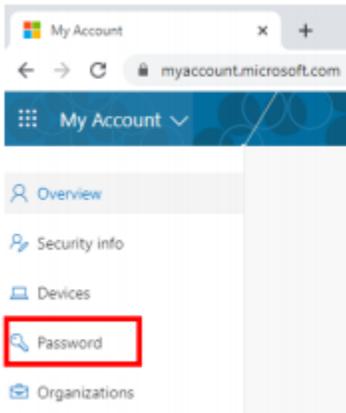
5. Office Portal will load



- a) Now click your avatar in the top right corner.
- b) A drop down will appear. Then click on "My account"



6. A new page will load. Look on the left menu of the My Account screen



This menu is located on the left side of your screen

Click "Password"

7. Type your old password. Remember, this is your current matric number for this year.

change password

Laune.Elling@tusd1.org

Old password

Create new password

Confirm new password

You will use the following for your password depending upon your grade level.

- \$Warren0 (use this if you are in kindergarten)
- \$Warren1 (if you are first grade)
- \$Warren2 (if you are in 2nd grade)
- \$Warren3 (if you are in 3rd grade)
- \$Warren4 (if you are in 4th grade)
- \$Warren5 (if you are in 5th grade)

Click "submit"

Remember to write it down !! 😊

8. You're on your way to learning!

Please feel free to visit <http://www.tusd1.org/> for the latest on offerings from TUSD

Visit <http://www.tusd1.org/LearnFromHome> for instructions on logging into Clever, Zoom, and Teams.