

COMPUTER LOGIN INSTRUCTIONS

At Jackson Prep, there are four programs used by students that require logging in with a user ID and password. These are as follows:

1. Computer network – allows students to log in and use the computer resources on the Prep campus.
2. NetClassroom/Prep website – allows students to log in to check grades and homework assignments. This program will also be used in the spring to select courses for the following school year.
3. Talk About It – allows students to log in and initiate anonymous communication with faculty members about issues that are of a concern to them.
4. Email account – allows students to log in to send and receive email communications through a Jackson Prep email account, as well as to access online textbooks.

INSTRUCTIONS FOR LOGGING IN TO THE COMPUTER NETWORK AT PREP

Students at Jackson Prep have been given a user ID and password that allows them to log in and use the computer resources on campus. ***The user ID for most students is their last name and the first two letters of their first given name.*** For example, John David Smith's user ID would be smithjo. ***The first time they log in their password is prep_ _ _ _ , with those blanks representing their student number.***

With their first login, students will be forced to change their password. Students should choose a password that is easy for them to remember, but difficult for others to "figure out." The strongest passwords contain letters and numbers or letters and symbols.

Most students are taken to the library by their English teachers early in the school year. This password change is usually done at that time. From this point on, students will log in to all computers on the Prep campus using the changed password.

INSTRUCTIONS FOR LOGGING IN TO NETCLASSROOM AND THE PREP WEBSITE

At the beginning of a school year, each new family is given a letter containing NetClassroom user ID's and passwords for parents and students. These IDs and passwords are also used to log in to the Prep website. ***The students' user ID is the same as their network login. It is usually their last name and the first two letters of their first given name. The initial password is a computer-generated password that was included in the letter.*** Returning students will use the password they created the previous year.

Once students have logged in to NetClassroom, they should change their password. To do that, click on "My Settings" and choose "Change Password." **THE SCHOOL ASKS THAT STUDENTS MAKE THEIR NETCLASSROOM PASSWORD THE SAME AS THEIR NETWORK PASSWORD.** In doing this, they only have to remember one password for all school-related logins.

From this point on, the student will log in to NetClassroom and the website using the changed password.

INSTRUCTIONS FOR LOGGING IN TO “TALK ABOUT IT”

All junior high students are trained by their counselors in the use of the “Talk About It” program. ***During training, they are instructed that their user ID for “Talk About It” is the same as their user ID for the network at Prep and for NetClassroom. For most students, that is their last name and the first two letters of their first given name.*** Initially, “Talk About It” sets student passwords as their last name. In the training session with the counselors, the students change their passwords. THEY ARE ASKED TO MAKE THEIR “TALK ABOUT IT” PASSWORD THE SAME AS THEIR PASSWORD FOR THE NETWORK AND FOR NETCLASSROOM. In doing this, they only have to remember one password for all school-related logins.

INSTRUCTIONS FOR USING JACKSON PREP EMAIL

Each student at Jackson Prep has been given a Jackson Prep email address. The address is the students’ computer network user ID @jacksonprep.net. ***For most students, their user ID is their last name and the first two letters of their first given name. For example, John David Smith’s user ID would be smithjo; therefore, his email address would be smithjo@jacksonprep.net.***

The software used for email at Jackson Prep is Google Mail. To access their email, a student may go to mail.jacksonprep.net or to the Google web site at www.google.com. If a student goes to mail.jacksonprep.net, they will immediately access the login screen. If they go to the Google website, they should click “Sign In” in the upper right corner of the screen. They will be asked to enter their user ID and password. ***For gmail, their user ID is their complete gmail address. The first time they log in, their password is prep1234.***

With their first login, students will be forced to change their password. THE SCHOOL ASKS STUDENTS TO MAKE THEIR EMAIL PASSWORD THE SAME AS THEIR NETWORK, NETCLASSROOM, AND “TALK ABOUT IT” PASSWORDS. In doing this, they only have to remember one password for all school-related logins. From this point on, students will log in to the Google website using their changed password.

Once logged in, students should click on “Mail” in the menu bar to access their email inbox and to send email messages.

When finished using their email account, students should click “Sign Out” in the upper right corner of the screen. To protect students’ privacy, this is especially important when using the computers at Prep.

The student’s Jackson Prep email ID and password are also used to access electronic textbooks. More information will be provided on electronic texts will be provided to students over the next few weeks by their classroom teachers.

<p>NOTE: After a student’s first year at Prep, their user IDs and passwords remain the same as they were at the end of the previous school year. Students should make a note of these so that they do not forget them over the summer months.</p>
