



Account Access & Password Requirements

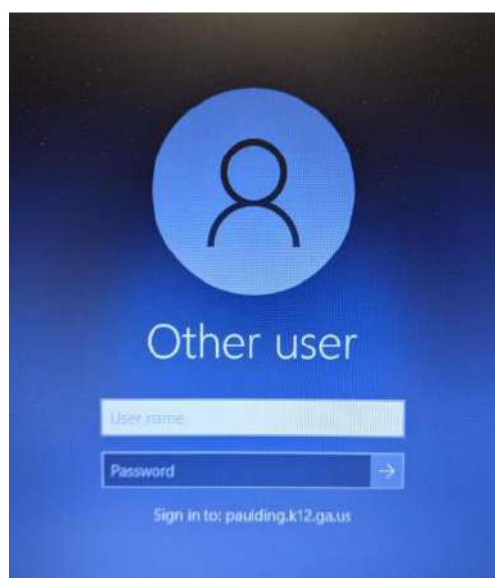
Username and password protocol to access the PCSD network.

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Student Overview

Username: Student ID (lunch account number)

Password: First Initial + Middle Initial + Last Initial + Birth Month + Birthday



Note: If a student does not have a middle name, the password will be first initial + last initial + birth month + birthday. Birth month and birthday are 2-digit numbers.

Example: John William Smith's student ID is 12345 and date of birth is 09/07/2002.

John's username: 12345

John's password: jws0907

Students *may* change their password but are not required to do so.

Teachers in lower levels may keep a name/birthdate report to assist students with their logins.

Student Password Change

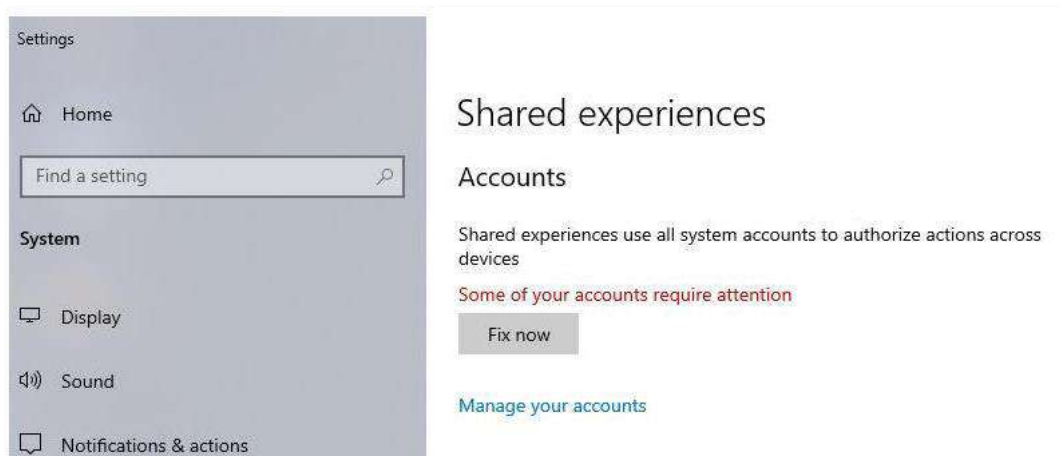
When John (MS or HS student) is prompted to change his password, he will enter his old password (jws0907) in the old password box.

John will enter a new password in the new password box and confirm each password box.

Note: Approximately 2-5 minutes after logging in, students will receive a notification saying there is an issue with their account. Click the message pop-up in the **Settings** menu.



On the settings page, they will see a **Fix Now** button. Click the button and enter the appropriate login. Students will be prompted to change their password.



Password Requirements For MS And HS Students

Passwords must be eight characters long, cannot be a previously used password, cannot contain the username, and must include three of the following items:

- Uppercase letter [A-Z]
- Lowercase letter [a-z]
- Number [0-9]
- Special Characters [!,#,\$]

Student passwords are reset annually prior to the new school year. Should users neglect to complete the change of password process, the ability to use a district LDAP login and gain access across other district resources, platforms, or sites may be affected.

(LDAP, or Lightweight Directory Access Protocol, allows users to log in with one district credential and password across multiple platforms or sites, e.g., logging in to Canvas, Infinite Campus, and other site resources using district credential and password.)