

Elementary students are not required to change their default password. Middle and high school students are required to change their default password.

- 
- Student Dashboard*

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Paulding County School District Intranet & Dashboards

Elementary Dashboard

Middle High Dashboard

Staff Intranet

Staff Intranet

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Middle/High School Dashboard

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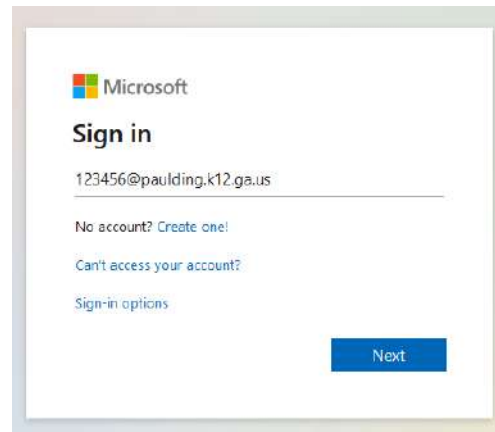








4. To sign in, enter your **Student ID** number followed by **@paulding.k12.ga.us**
 Example:
 Lucy's student ID is 123456, so she would enter 123456@paulding.k12.ga.us and click Next.



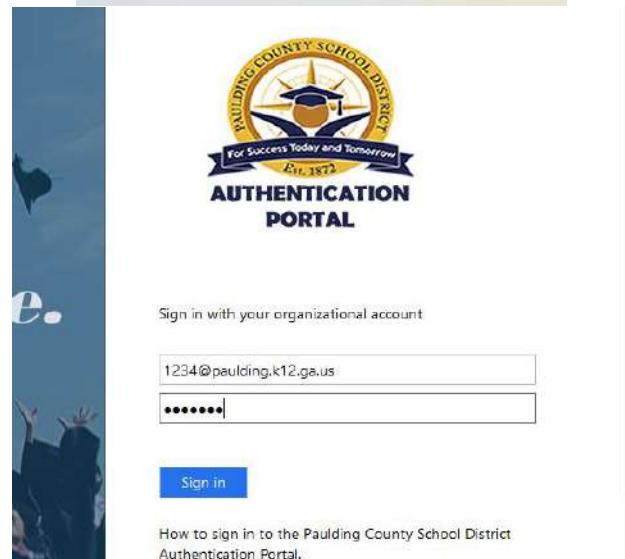
Microsoft
Sign in
 123456@paulding.k12.ga.us
 No account? [Create one!](#)
 Can't access your account?
 Sign-in options
 Next

5. Enter your default password in the password field.

Default Password:

first initial + middle initial + last initial + birth month + birthday. Birth month and birthday are 2-digit numbers.

Example: Charlie S. Brown with date of birth of 09/07/2002 will enter **csb0907** for the default password.



PAULDING COUNTY SCHOOL DISTRICT
 For Success Today and Tomorrow
 Est. 1872
AUTHENTICATION PORTAL
 Sign in with your organizational account
 1234@paulding.k12.ga.us

 Sign in
 How to sign in to the Paulding County School District Authentication Portal.

6. Elementary students are not required to change their default password but may change their password. Middle and High students are to create a new password to replace the default password.

Password Policy:

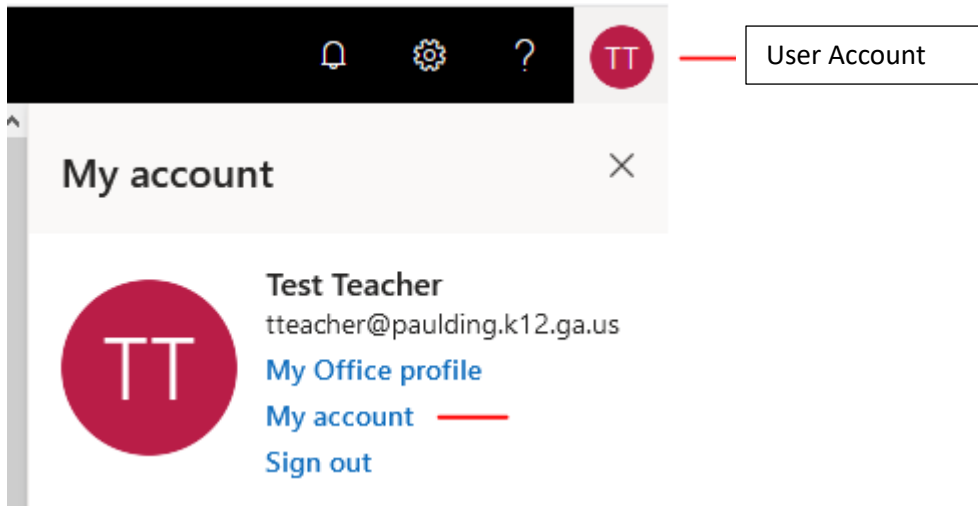
- Passwords must be eight characters long,
- cannot be a previously used password,
- cannot contain the username,
- Must include three of the following items:
 - Uppercase letter[A-Z]
 - Lowercase letter[a-z]
 - Number [0-9]
 - Special Characters [!,#,\$]

Change your password:

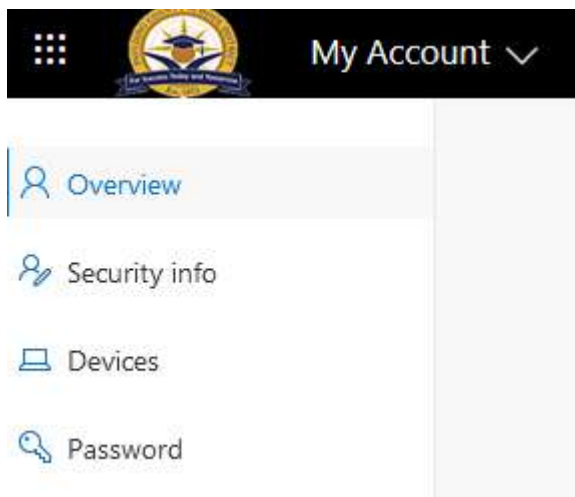
After logging into Microsoft online, click your **User Account** circular icon in the upper right-hand corner of the web browser and select **My account**.



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AUTHENTICATION PORTAL
 Update Password
 You must update your password because your password has expired.
 1234@paulding.k12.ga.us
 Old password
 New password
 Confirm new password
 Submit Cancel



Click **Password** from your left menu



Enter your **default/old password**, **new password** and **confirm your new password**. Be sure to utilize the **Password Policy** listed above for your new password.

For online programs including Canvas, you will utilize your Student ID (without @paulding.k12.ga.us) as your username and your password. Microsoft Office programs require the full username of Student ID + @paulding.k12.ga.us.