

## **New Student Network Access**

Welcome to the Genoa-Hugo School network. You have been provided a login name and password as described below. It is important that you read the Computer and Internet Policy for the school and follow the guidelines. Your login and password are very important and help to maintain the security and safe storage of your schoolwork. Do not share this information with other students.

Before logging in for the first time, follow the directions below for creating your own password.

Here are guidelines to follow for creating your own password:

Your new password must be a combination of letters and numbers (alpha-numeric). It is required that at least one letter be capitalized. The new password must be at least six characters long. You may not use your login as part of your password. Do not make your password any longer than necessary as over time it will become burdensome to logon.

Your login name is a combination of the first letter of your first name and your last name. So if your name were Terry Smith, your login name would be "tsmith". The first time you log onto the network, you will be asked to enter your login name and a password. You will see a message that looks like an error message, but it is a message telling you that you will need to change your password. The first time you log on, use the password "Abcd1234". This password is case sensitive. You will be required to change this password to the one you created.

Middle School and High School students have access to email accounts through the Genoa-Hugo School District. Use of personal email accounts like yahoo or gmail, will not be allowed. School email is accessible via the internet. To get to school email and your account type in the address: [www.outlook.com](http://www.outlook.com). This will take you to a login page. Type in your [username@genoahugo.org](mailto:username@genoahugo.org), then your temporary password. You will be required to change the temporary password to a password you have chosen. It is suggested you use the same login password for both your school computer login and your email.

If you have any questions with these instructions, please ask your teacher or feel free to ask the school Technology Coordinator. He will be happy to assist you.

**Welcome to the crew of the Genoa-Hugo Pirates!**