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| Technology Services |
| **Back to School 2020-21: Helping Students Log On****Student Passwords: Initial Logon**A student's password initially for start of the 2020-21 School Year has been reset to their Student ID number (Matric). **Students should reset this password.****Exception:** If student has logged into their account during the month of July, their password has not been reset. **Student Login & Password Reset Instructions**1. Back to SchoolThe first time you log in to a TUSD device:
	* **User Name:** Full school email address including the @s.tusd1.org portion and 10-digit Student ID (Matric) number. For example, 1300101011@s.tusd1.org
	* **Password:** 10-digit Student ID (Matric) number
2. On the TUSD device or on a personal device, open a web browser (Google Chrome or Microsoft Edge will both work).
3. Type “office.com” in the address bar and press ENTER.
4. **Sign in:** Type your full school email address including the @s.tusd1.org portion (for example, 1300101011@s.tusd1.org) and click “Next”.
5. **Password:** Type your 10-digit Student ID (Matric) and click “Sign in.”
6. Once the Office Portal loads, click your avatar icon in the top right corner.
7. Click “My Account”.
8. The My Account page will load. Click “Password” from the left menu column of this screen.
9. The password reset page will load.
10. Type your old password. This is your Student ID/Matric number at the beginning of the school year.
11. Then create and confirm new password.

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| **Password Length:** * Grades PS – 5: Minimum 4 characters
* Grades 6 – 12: Minimum 8 characters

**Password Complexity Recommendations (Grades 6-12):** Make sure to use a CAPITAL letter, number (1,2,3,4,5) and a special character (!,@,$,%,&,?) to create a secure password.**Please REMEMBER you password.** Write it down if you must and keep it in a safe place you can reference later.  |

1. Finally, click “Submit”.
2. Once you have done this, you can log into Clever [here](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fclever.com%2Foauth%2Fauthorize%3Fchannel%3Dclever%26client_id%3D4c63c1cf623dce82caac%26confirmed%3Dtrue%26district_id%3D5b9abda0a47b2e0001fba774%26redirect_uri%3Dhttps%253A%252F%252Fclever.com%252Fin%252Fauth_callback%26response_type%3Dcode%26state%3Db11a3ecf8de7105fa47fe0237919c2ee63da3e8a097fb15c7e50f704ff073af4&data=02%7C01%7CKevin.Amidan%40tusd1.org%7C4ca3f557a0e345fe7f2108d838c66db7%7Cbc7050e04bcc48099245ea8b65084865%7C0%7C0%7C637321772480488810&sdata=muEaPy6rwkRj3dURMRHCWoqW98I6%2B1FAdUQmaxCGvFk%3D&reserved=0).

Illustrated password reset instructions are available online: [Password Reset Instructions for Students](http://www.tusd1.org/Portals/TUSD1/District/docs/LearnFromHome/TakeHome-SetupPasswordReset.pdf)**Changing Student Passwords: Staff Instructions*** [Reset Student Password in Synergy](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftusd1.sharepoint.com%2F%3Ab%3A%2Fr%2Fsites%2FTUSDSynergySupport%2FShared%2520Documents%2FResetStudentPassword2020.pdf&data=02%7C01%7CKevin.Amidan%40tusd1.org%7C4ca3f557a0e345fe7f2108d838c66db7%7Cbc7050e04bcc48099245ea8b65084865%7C0%7C0%7C637321772480498754&sdata=9vadopvJVf4OCsM2CTTXVAFnnknwZrHS7g1ioORRxxA%3D&reserved=0)

http://intranet/TS/TSNotices/tealline.pngThank you!Please do not reply to this message via email. This address is automated and unattended.http://intranet/TS/TSNotices/tealline.pngUse [**Track-It's Self Service online work request system**](http://trackit/) (on-site & VPN). Staff working from home can submit a Track-It work order by sending an email to: trackit@tusd1.org  |
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