

## Logging into LWSD on Personal Device from Any Location

To log into the LWSD student portals such as Office 365 from any personal or other computer besides a school laptop for the 2020-2021 school year follow these instructions. It is usually best to log into these school district apps from the school district website <https://www.lwsd.org/>. Please be aware that if the school district changes the organization of their website you may need to poke around to find what you need. The recommended browsers for best performance are Firefox or Chrome.

1. From the LWSD website choose "Students and Families" and then "For Students and Families". Then scroll down and click the "One Drive" button. "Enter student User Name in first box (s- first name initial last name, some may include more initials of first name if last name is repeated in district). For One Drive or any other Office 365 app the student's user name is actually their email address which is their user name followed by @lwsd.org.
2. Enter this formula for the password:

**21Stu#xxxxxxx (X's are the student ID #)**

Example if you ID # is 409888 this is your password: **21Stu#409888**

Students should use this as their password until the week of August 24 – 28. After that they should go to the Password Registration and Recovery part of the district website to register and change their password. That feature has been disabled until the week of August 24<sup>th</sup> so don't try to do this part until then. Microsoft requires everyone to change their password every 90 days.

3. Password Registration and Recovery. <https://www.lwsd.org/help/password-registration-and-recovery> Follow the directions carefully. Once you have done this you must change your password.
4. After you register and you are in the portal be sure to click on "Organizations". Then choose "Password"
5. Then you can change your password. The old password will be the formula you used to log in at school



## change password

User ID  
kstory@lwsd.org

Old password

Create new password

Confirm new password

### Password rules are

- 10 characters
  - No part of name or previous password
  - One capital letter, one lower case, one number, one symbol
6. TAKE A PICTURE OF YOUR PASSWORD so you don't forget it. You can change it yourself in 90 days. Put an alarm in your phone for the first week of November to remind yourself to do this. If you change it yourself before the 90 days ends then you won't have to ask for help.
  7. If you have any problems please contact the Family Technology Access office:

### Family Tech Access

425-936-1322

**Mon-Fri 8:00am - 4:30pm**

[ftaccess@lwsd.org](mailto:ftaccess@lwsd.org)