

Student - New Computer User ID

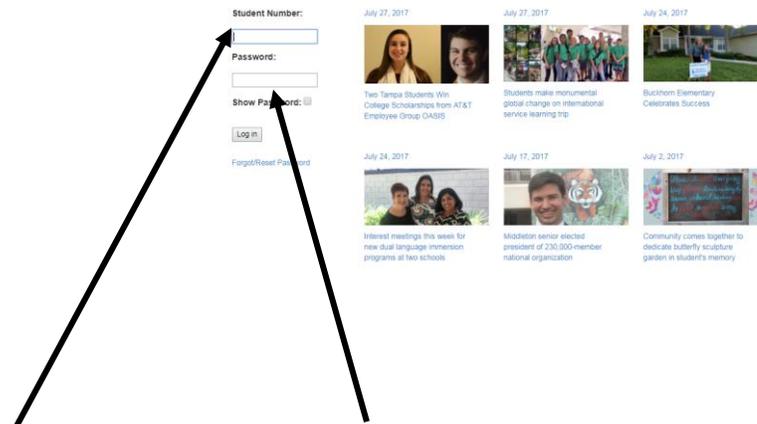
The district assigns every student a User ID which they use to access school and district computer resources. This User ID is his or her Student ID Number, and is also used as the student's lunch number and library card number. This ID Number is used to log into district computers, and provides access to a wide range of applications including Canvas, myON Reader, O365 and other educational tools that teachers can make available for student use.

Establishing a Security Profile

To establish a **new** password, log in to the computer with this log-in:

User name: *hcpsstudent* Password: *school*

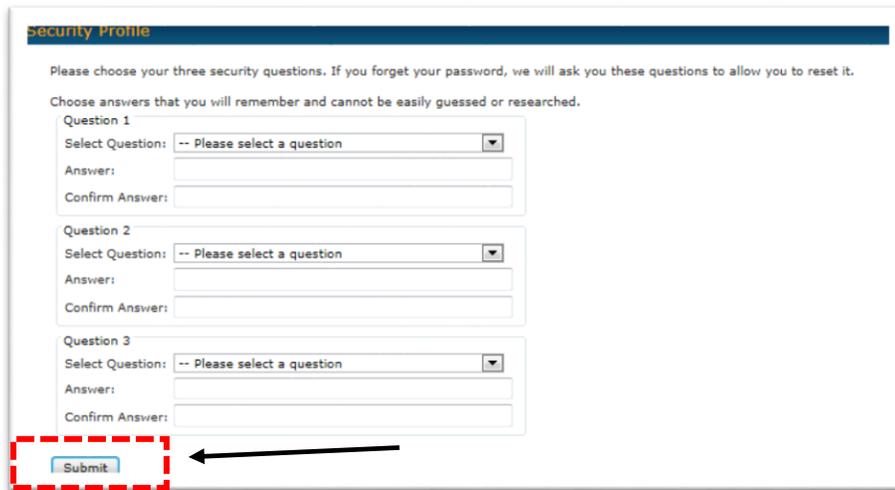
It will open this screen:



Enter **student ID (lunch) number** with **birthdate** as the default password (mmddyyyy)
For example, if your birthday is January 3, 2006, type in *01032006*.

1. Click **"Log in"**

2. Select three security questions and answers to those questions and then click **Submit**.



Security Profile

Please choose your three security questions. If you forget your password, we will ask you these questions to allow you to reset it.

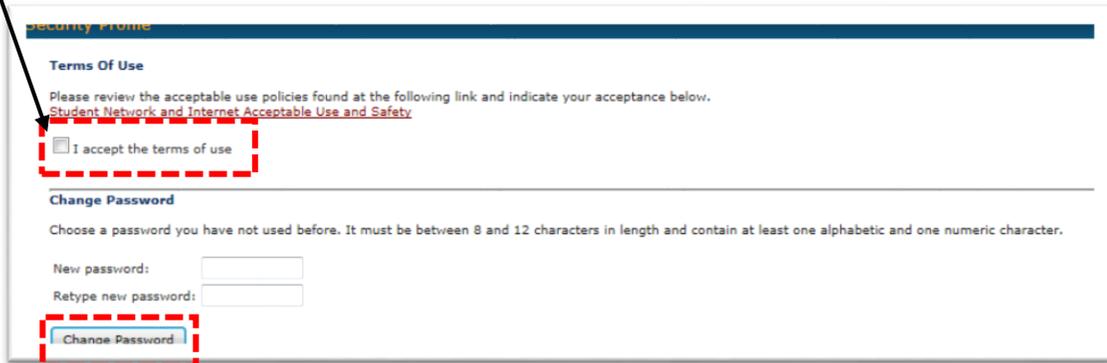
Choose answers that you will remember and cannot be easily guessed or researched.

Question 1
Select Question: -- Please select a question
Answer:
Confirm Answer:

Question 2
Select Question: -- Please select a question
Answer:
Confirm Answer:

Question 3
Select Question: -- Please select a question
Answer:
Confirm Answer:

3. Place a “check” in the box next to “I accept the terms of use”.



Security Profile

Terms Of Use

Please review the acceptable use policies found at the following link and indicate your acceptance below.
[Student Network and Internet Acceptable Use and Safety](#)

I accept the terms of use

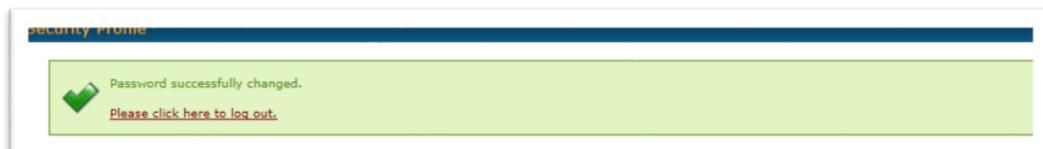
Change Password

Choose a password you have not used before. It must be between 8 and 12 characters in length and contain at least one alphabetic and one numeric character.

New password:
Retype new password:

Note: The password **MUST** include letters and numbers, and **MUST** have between 8-12 characters. Make certain it is something **you can easily remember**. You may want to use your student number, plus your first and last initials (lower-case, no spaces). Write down your log in on the slip of paper.

4. Enter the desired password and then click “Change Password”.
5. Upon successful completion of the Security Profile process, a message indicating that the password has been successfully changed is displayed.



Security Profile

Password successfully changed.
[Please click here to log out.](#)

6. You can now log into the computer and many other programs.