



Laptop Distribution: **Student** First Day Procedures and Important Information

I have my laptop. Now what?

1. Take it home and charge it overnight. Your newly checked out laptop will not be ready for use until fully charged.
2. Note: You will not be able to log in until your device is fully charged *and* you turn it on INSIDE the school. It needs to be used for the *first time* on our network.
3. Turn on your fully charged device.
4. Log in: School Computer Login Username: *ISD Username Password: 7-digit ASB **

*ISD Username: 4 letters of last name, 3 of first name, 2-digit grad year

Example for Ellen Ripley, class of 2028: RipIEll28

Example if first or last name is shorter than the requirements: Bruce Lee, class of 2028: LeeBru28

5. Password reset **required**. **Choose a password you will REMEMBER.** It is not recommended you choose your student ID as a password. It IS recommended you choose something you will definitely always remember. 😊

Not able to log in?

1. Check - is the laptop connecting to WiFi?
If Global icon appears: 🌐 and WAIT for the WiFi. 📶
2. Is the login in the SHS\ domain?
NOTE: It is a backward slash, the button over the ENTER button.

How do I charge my device at school?

Students are expected to bring a fully charged device and charging cord each day. If you need to charge during the day, there are power strips available in upper and lower commons during both lunches. Classrooms are equipped with two power strips for emergency use.

I forgot my laptop at home. Now what?

Students are expected to bring their charged device and charging cord daily. Please coordinate with your teacher in the unlikely event you forget your device. They may have an alternative task for you to complete or suggest ways for you to partner with a peer.

My laptop isn't working. What should I do?

Always try restarting first! Then, talk to your teacher. Take your laptop to the library. You will check in your non-functioning school-issued device, and check out another device (there may be times we do not have available devices for exchange. Please check back the next day if this happens, and let your teacher know so you can be provided with an alternate assignment).

I lost my school issued laptop and/or charger. What should I do?

Email [Ms. Baron](#) right away. She will connect with your family and our tech specialists to discuss next steps.

Canvas

(be sure to search for the Issaquah Canvas link on the web)

Username: *ISD Username

Password: 7-digit ASB +ISD

(Password reset: see Librarian)

ClassLink

Username: *ISD Username

Password: 7-digit ASB **

ISD Username: 4 letters of last name, 3 of first name, 2-digit grad year Example for Ellen Ripley, class of 2028: RipLEI28

Example if first or last name is shorter than the requirements:

Bruce Lee, class of 2028: LeeBru28

Enriching Students

Username: *ISD Username@issaquah.wednet.edu

Password: set up when enrolled

(forgot password/locked out? click on "Reset Password" on Enriching Students login page, it will send a reset email to your school Outlook)

Microsoft Office 365

Username: *ISD Username@issaquah.wednet.edu Password: 7-digit ASB **

School Computer Login

Username: *ISD Username Password: 7-digit ASB **

Skyward

Username: *ISD Username

Password: from counseling (password reset: see counseling)

** These are network passwords: If student changes their school computer password, it will change their Microsoft 365 and ClassLink password – and vice versa. Students needing to reset this network password need to see the Building Tech Specialists.

XELLO (for high school & beyond planning – a grad. requirement)

Preferred access through ClassLink (see login info above) or:

Username: ISSA- 4 letters of your last name, 3 letters of first name, 2-digit grad year (and if name is less than 4 letters/3 letters, enter spaces).

Password: 7-digit ASB