

STUDENT AUP AND PASSWORD RESET GUIDE

At the start of the school year or anytime a new student account is created, the default is that the account will be DISABLED. In order to enable the account, a student must first digitally sign the Acceptable Use Policy (AUP) and then pick a new password (page 4).

Whether a student needs to sign the AUP or has simply forgotten their password, there is one website to handle both tasks.

<https://studentid.ocps.net>

SIGN AUP:

1. Have a student login to a district computer that is running Window and is connected to our network. If your student is using a lab environment (kiosk mode), have the student login with the credentials shown below. These credentials provide a secure environment, similar to state testing, where only a web browser is accessible and it automatically opens to the Student ID website.

Username: studentid
Password: studentid

2. Once logged in, open a web browser and navigate to <https://studentid.ocps.net>

3. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year. For Example, if your date of birth is January 2, 2003, enter in the date as 01 02 2003.

4. Next, the student will be presented with a PDF copy of the AUP. Once it has been read, click the checkbox next to ACCEPT and click NEXT.

Acceptable Use Policy

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ORANGE COUNTY PUBLIC SCHOOLS
Guidelines for Acceptable Use of Network Resources

Orange County Public Schools provides network resources for the purpose of supporting its mission (learning, teaching, research, and public service). It is expected that usage will be primarily educational in nature in support of this mission. These guidelines are a supplement to Management Directive A-9: *Employee Use of Technology* and are related to Internet safety as outlined in the Elementary and Secondary Education Act (ESEA) and the Children's Internet Protection Act (CIPA). These guidelines are in effect seven days a week, 24 hours per day for use anywhere on the District's network and/or with school District computers.

EMPLOYEE RESPONSIBILITIES

All Orange County Public Schools employees shall:

- Be responsible for the security and integrity of information stored on his or her personal desktop system. This includes:
 - Making regular backups of information and files.
 - Properly logging out of sessions.
 - Using and regularly updating antivirus software.
- Abide by the password protection practices specified for each network resource and change access codes on a regular basis as required by standards.
- Use only the passwords and privileges associated with their computer account(s) and utilize those account(s) for the purposes for which they were authorized.
- Respect and honor the rights of other individuals, with regard to intellectual property, privacy, freedom from harassment, academic freedom, copyright infringement and use of network resources.

When official business of the District is conducted via e-mail, a copy of the e-mail including attachments, must be retained in secure form in accordance with the Florida Public Records Law.

Accept

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5. The student will then be prompted to pick a secret question and answer. This is in case they forget their password, and it needs to be reset. Click on the dropdown menu to select one of the Example Questions, and type in the answer below. Then click SUBMIT.

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In case you forget your ID or password...

Secret question

- Example Questions :


- What was the name of your first pet?
- What is the name of your oldest brother or sister?
- What is your grandmother's first name?
- What was the name of your first grade teacher?
- In what month was your mom born?
- In what city were you born?
- What is your father's middle name?

Your Answer

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6. The student will need to type their new password twice and click SUBMIT.
NOTE: A password must be at least 8 characters long, and must contain at least 1 lower case letter, 1 upper case letter, and 1 number. For example, "Password1" has 1 capital letter, lots of lower case letters, has 1 number, and is at least 8 characters long. Please avoid using any of the 5 most recent passwords, special characters and symbols.

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Please Choose a method to change the password..

Type by User

Type New Password :

Re-type New Password :

Password Hint:
 The password must be at least 8 characters in length and must contain at least one of each type of the following characters:

- Lowercase letters (abcdefghijklmnopqrstuvwxyz)
- Uppercase letters (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
- Numbers (0-9)


Other Hints:

- Avoid using any of the 5 most recent passwords (may increment current password but it is not recommended)

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7. The student will be prompted with a summary of all their changes. Their info will be displayed for 90 seconds before the student is automatically logged out. If you wish to logout before the 90 seconds are over, click LOGOUT link at the top right of the page.

Acceptable Use Policy



[Logout](#)

**Your agreement to the Acceptable Use Policy has been saved. Thank you.
 This page will automatically close in 90 seconds .
 Please remember your credentials.**

Remaining Time: 45

NetworkLogonID	NetworkLogonPassword
4801234567	Passw0rd

SecretQuestion	SecretAnswer
What was the name of your first pet?	Bingo

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PASSWORD RESET:

If a student has already signed the AUP, proceed to click the link under the FORGOT LOGONID/PASSWORD section.

1. Click the HERE link to begin.
2. The student will need to enter their personal info (First & Last Name, Student ID, Date of Birth), and click Submit. For Date of Birth, remember to use a 2 digit month and date, and a 4 digit year.

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Forgot Password

User Type:

Enter Credentials

First Name:

Last Name:

StudentId:

Date of Birth:

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3. Next, the student will be prompted for the answer to the security question. The security question and answer are chosen during the signing of the AUP. Enter the answer and click SUBMIT.

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Please enter the following to proceed :

:

Secret Question : *What was the name of your first pet?*

Your Answer :

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4. The student will need to type their new password twice and click SUBMIT.
NOTE: A password must be at least 8 characters long, and must contain at least 1 lower case letter, 1 upper case letter, and 1 number. For example, "Password1" has 1 capital letter, lots of lower case letters, has 1 number, and is at least 8 characters long. Please avoid using any of the 5 most recent passwords, special characters and symbols.

Acceptable Use Policy

Please Choose a method to change the password..

Type by User

Type New Password :

Re-type New Password :

Password Hint:
 The password must be at least 8 characters in length and must contain at least one of each type of the following characters:

- Lowercase letters (abcdefghijklmnopqrstuvwxyz)
- Uppercase letters (ABCDEFGHIJKLMNOPQRSTUVWXYZ)
- Numbers (0-9)

Other Hints:

- Avoid using any of the 5 most recent passwords (may increment current password but it is not recommended)

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5. The last page will confirm the password changed. It will be displayed for 90 seconds after which the website will automatically logoff the student and return to the website's homepage. If you wish to logout before the 90 seconds are over, click the LOGOUT link at the top right of the page. Use Ctrl + Alt+ Del to logoff of the computer.

Acceptable Use Policy

[Logout](#)

Your password has been changed successfully.
 This page will automatically close in 90 seconds .
 Below are your Login ID and new password.

Remaining Time: 67

Network LogonID	Network Password
4801234567	Password1

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