

## NEW USER ACCOUNT INFORMATION

Our new users have a local login for any computer in the district, an email login, and a technology request login.

For computer login and technology request login you can use just your firstinitiallastname in the username box.

Example: jpollard

Default Password: Ptisd1

New users email addresses are set as firstinitiallastname@ptisd.org

Example: [jpollard@ptisd.org](mailto:jpollard@ptisd.org)

The entire email address will have to be typed into the gmail login.

In special cases where someone has the same first initial and last name, we will have a numeral after. Ex: jpollard1@ptisd.org

Once the new user logs in for the first time on one of our computers in district he/she will be prompted to change his/her password. Password requirements are: At least one Capitol letter, at least one Lower Case letter, and at least one Numeral within the password. Password must be at least 6 characters. Example: Ptisd1 He/she will have to input his/her old password (Ptisd1) and then his/her new password twice for the change to occur.

## CHANGE PASSWORD

Here is how you can change your password for your local computer login at any time after your first password change. For instance if a year goes by and you would like to change your password, here is how you can do that. Once you follow the directions below and change your password this will sync your computer login password, your email login password and your technology request login password. Our login system is setup so that once your account is created you can login with your credentials to any computer that is located in our district. Also, you have the ability to save your documents in "My Documents" on any computer that has a Windows Operating System and those documents will sync and be backed up on our district file server. If you login to any other computer, those documents will be visible on that computer as well, but just for your account.

First, login to any computer in the district with your credentials. Once logged in, you will need to press Ctrl, Alt, and Delete at the same time. Click "Change a Password" or "Reset Password". Type your old password and then the new password of your choice twice for the change to occur. Don't forget the password requirements above.

Hope this is helpful!!!