

SHHS Computer Accounts Cheat Sheet

Before you can use your iPad, you have to have a PCSSD computer login. If you are new to the school district, you will need to have an account created for you; if you are a returning student, you already have an account.

Your computer accounts are based on your first name, last name, and student ID number. If your name were John Doe and your Student ID was 123456, your login would be JDoe3456@pcssd.org.

PCSSD Computer Login:

User Name: @pcssd.org
 First Last Last 4 ID
 Initial Name digits

First-time Password: **Sylvan41**
New Password Requirements: Capital Letter
 Lowercase Letter
 Number
 8 or more characters
 Not a previously used password

Write your new password here:

This account is used to log onto school district owned computers anywhere in the school, both desktop and laptop computers.

Fill in your login information below and keep up with this sheet.

PCSSD has elected to use **Google** for email accounts and file storage.

Once you log onto a PCSSD computer, you need to go to Google Chrome, then go to login.pcssd.org so you can log into your Google account.

PCSSD Google Login:

User Name: Same as PCSSD computer login, but @stu.pcssd.org is the domain.
Password: Same as PCSSD computer login

Your PCSSD/Gmail email address is similar to your PCSSD computer login.

Write your Google login user name here:

Write your Google login password here:

This account is used to log into anything related to Google, including your **student email account** and **Google drive** file storage.

Accelerated Reader is provided to help improve your reading skills. The login information for this service is as follows; record your login information in the blanks provided. You don't need to actively do anything to create this account, but you do need to know your login info.

AR/Renaissance Place Login:

User Name: Same as PCSSD computer login, minus the "@pcssd.org".

Password: Your six-digit student ID.

Write your AR user name here:

Write your AR password here:

This account is used to log into the Renaissance Place website and the AR app to take the STAR reading level test and AR quizzes.

Now that you have access to your important school accounts, you will need to create your **Apple ID** so that you can receive your school-issued iPad.

PCSSD Apple ID Creation

1. Go to appleid.apple.com and click "Create an Apple ID"
2. Fill in all the information asked for. Be sure that you use your PCSSD Gmail address (in the format of JDoe3456@stu.pcssd.org) as your email address.
3. You will set your own password. Write your password here:
4. Be sure that you enter a **rescue email address**. This will enable you to reset your password if you ever forget it. Your rescue email address should be either your or a parent's email address.
5. If you feel uncomfortable putting your home address in the address section, put the address of SHHS: 484 Bear Paw Rd., Sherwood, AR 72120
6. When you have completed the form, click "Create Apple ID".

Write your Apple ID email address here:

Write your Apple ID password here:

This account is used to log into anything related to Apple's iPad, including **iTunes**, the **App Store**, **iBooks**, and all **iCloud apps**. Your Apple ID is also what makes your iPad uniquely yours, and ensures that all your apps and files are available.

You have created your Apple ID, but we're not done quite yet - you still need to **verify** your email address. You won't get your iPad without a verified Apple ID, so you will have to follow these instructions:

PCSSD Apple ID Verification

1. Log into your PCSSD student email (go to login.pcssd.org and enter your username and password)
2. Open up the verification email from Apple.
3. Click "Verify now." You will be taken to the Apple ID website.
4. You will need to log in using the Apple ID and password you just created.
5. Once you have logged in, you should see a page confirming that you now have a verified Apple ID.

Now that you have a verified Apple ID, you are ready to check out your iPad!

I have an iPad! Now what?

First things first. When you get it, a lot of **apps will be loading automatically** because PCSSD's technology department is pushing the apps onto your iPad. This is normal, and will happen periodically.

Second, you will need to make sure that you are running the latest version of iOS, the iPad's operating system. Problems can occur if you are running an older version of iOS, so to update:

iOS Update

1. Go to your settings.
2. On the left hand side, be sure that "General" is selected.
3. On the right hand side of the screen, near the top, you should see "Software Update." Tap on it.
4. If a software update is available, you will see it here, otherwise you will see a message telling you that your iPad's software is up to date. If you're up to date, move on to the next set of instructions; if you need to update, continue by downloading the update.
5. The update will take a few minutes to download. It might take a long time if there are lots of people updating at the same time, because we are all using the same school internet connection.
6. Once the update has downloaded, install it. You will have to tap "yes" a few times to get through all the legal stuff.
7. Once the update starts, your screen will go black, then after a few seconds you will see the  and a loading bar. Wait it out and you will be updated.
8. Once the update is complete, you may be asked for your Apple ID and password again; enter your PCSSD Apple ID that you made earlier.
9. Update complete!



There are a few settings we need to get in order, so tap the settings icon.

iPad Settings Tweaks & Mail setup



1. Once in settings, tap the Sounds icon on the left. There should be a panel on the right, at the bottom of which you will have the option to turn **keyboard clicks** on or off. For sanity's sake, turn them off.



2. Now that your iPad is less annoying, let's make it more secure by **setting a passcode**. Tap the Passcode icon, just below the Sounds icon. On the right, tap "Turn Passcode On." Enter a passcode, then write your passcode down

here: . Please remember that unlocking a passcode locked iPad without the passcode is difficult, so keep up with your passcode.



3. Still in settings, tap the iTunes & App Store icon. You will need to add your Apple ID to this page; log in using your PCSSD Apple ID & Apple ID password.



4. Let's get your **Mail** app set up next. Still in settings, tap the Mail, Contacts, Calendars icon. Tap Add Account, then select Google. For Name, enter your real name. For Email, enter your PCSSD Google account, complete with @stu.pcssd.org at the end. For Password, enter your PCSSD Google account password. What you enter for Description is up to you. Once you enter that information, your email account should be accessible through the blue Mail app icon on your home screen.



Apps are what make the iPad powerful. Download some next by returning to your home screen, then tapping the App Store icon.

Apps you'll need to download:



Pages



Keynote



Numbers



iTunes U



GarageBand



iMovie



Drive



Docs



Sheets



Socrative



PCSSD has decided to use Google's suite of apps for file management. To set that up, you will need to go to the **Google Drive** app. Log into the app with your PCSSD Google login information.



No more waiting for the teacher's computer for **AR** tests! Set up the Accelerated Reader app, which should have downloaded automatically:

1. Go into the AR app and tap "Connect to My Renaissance Place."
2. In the first blank, enter the following Renaissance Place ID: **PCSSD-42LL**
3. Tap done
4. Log in with your AR/Renaissance Place user name and password.
5. From here it works just like the AR website.



One last thing: Go to the **Blackboard Mobile** app (Again, it should have downloaded automatically). In order for the app to be useful, it has to know what school district you are in.

1. On the screen that pops up, tap "Search for your school."
2. Type in **Pulaski County**, and wait for Pulaski County Special School District to appear on the screen. When it appears, tap it.
3. On the login screen that appears, **enter your PCSSD computer login (WITHOUT @pcssd.org) and password.**
4. Now you're logged into Blackboard - your teachers will be able to tell you what they want you to do with it from here.

And with that, you have the basics all set up!