

FALL 2018 School Issued Student Email Addresses

Dear LCPS Families,

L'Anse Creuse is issuing all students a Microsoft Office 365 account and email address for use at school and home. This will be in addition to the Google account each student currently receives when they enroll in the district. ***This new email address will also be used by students to login to PowerSchool Unified Classroom beginning September 6th.***

Students will receive an email address ending with *lc-ps.org* as its domain name. Grades K-8 will only be allowed to email their individual teachers. Grades 9-12 will be able to email outside the district. *Please note that these accounts will be monitored and governed by the Student Technology Acceptable Use Agreement and the L'Anse Creuse Student Code of Conduct.*

Students can login to their Office 365 accounts by navigating to ***portal.office.com*** and entering their L'Anse Creuse login ID, which is the same as their school computer login.

EXAMPLE:

Students' computer logins are comprised of their ID numbers & the first three (3) letters of students' last names.

- Name: John Jackson
- Student ID: 123456 (located on their class schedules)
- Login = 123456JAC@lc-ps.org

Students' passwords are their dates of birth.

- DOB: October 20th, 2002
- Password = 20021020

If a student cannot remember the password, our *Help Desk* can be reached school days between 7:00 a.m. and 3:30 p.m., at (586) 783-6550 or helpdesk@lc-ps.org.