

Welcome to Lassen High School. These instructions are meant to help you access to the technology we have available for you. Please keep this sheet with you until you know how to log in to all your technology. Make sure to keep it secure and do not share the information with others.

User name:

Email:

Password:

This will guide you on logging in to:

- School Computers
- Your School Email
  - This will also give you access to OneDrive (online storage) and Word online along with other programs.
- Your Student Portal
  - This will help you access your grades. There is an App for this also.

### Logging in to school computers

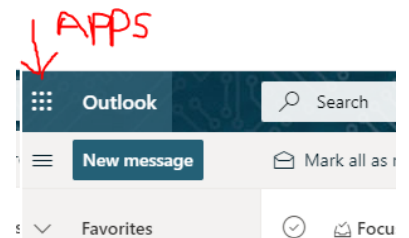
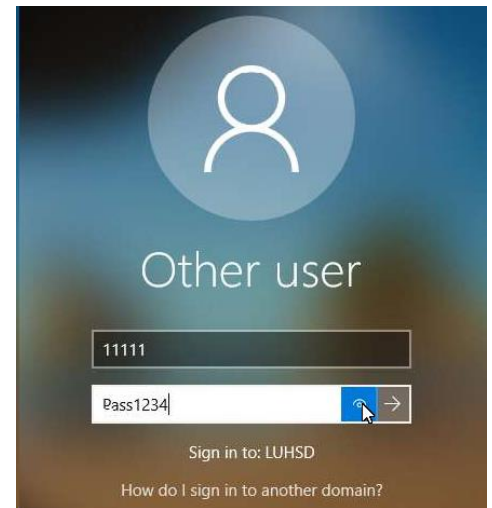
To log in to a school computer you will put in your user name and your password. Please not this user name is just a number **not** your full email address.

Please remember to logoff **EVERY** time you get off a computer. If you do not log off someone else could delete or take your work.

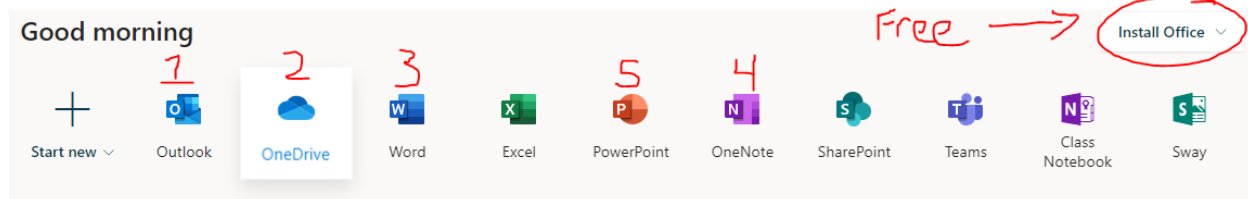
### Logging into your email and Office 365

You must log into a school computer before you access your email.

- Open an internet browser like Chrome or Edge
- Go to [www.lassenhigh.org](http://www.lassenhigh.org)
- On the menu go to >Students >Login >Email
- Log in to your email using your email above. If it asks what type of account choose work or school.
- Use your computer password
- Click on Outlook (1) and set your time zone to Baja California
- Select your language and hit ok/save
- Click on your Office 365 Apps in the upper right corner and choose OneDrive. This will set up your online storage.



You can access several apps from O365 online. You can type documents online and also take notes using one note. All of these apps are available as apps on your phone also.



**Outlook** = Email and calendar

**OneDrive** = Storage

**Word** = Documents

**OneNote** = Note taking

If you do not have office on your home computer you can also download Microsoft Office for **free** from your online email.

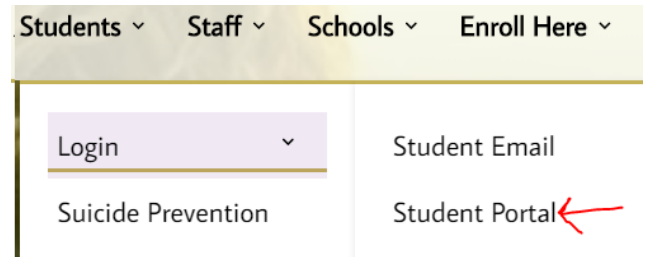
If you are typing in word, the program on your computer not the online app, and want to save to your OneDrive go to >**File** >**Account** >**Switch account** > type in your **email address** and your password. Sometimes it will have an account logged in already that looks like your email but is not. Make sure it is your proper email.

## Logging into your student portal

Once you are logged into your email you can check your email and you should see an email from Aeries.net this will have a link to log in and will also have your temporary password. Once you log into Aeries click on your account in the upper right corner and change your password. Copy the password from the email and then put your school password in the new password spot.

If you did not get a new account email follow these steps:

- ❑ Go to [www.lassenhigh.org](http://www.lassenhigh.org)
- ❑ Under **Students** go to **Login** and then **Student Portal**
  - This is also where you will find the link to the app if you want to download it on your phone
- ❑ Click on the link below red NEXT button that says Forgot Password
- ❑ Type in your email address
- ❑ Check your email for the password reset email. You can use the search bar in your email to find it quickly just type Aeries in the search bar.
- ❑ Reset your password using the instructions. Use your school password as your new password.



Use your portal to check your grades, fees, attendance and to create your academic plan and put in course requests.



## Bonus for following all the directions



If you set up your accounts correctly then from a home computer you can also access **Minecraft for Education** for free, with your parents' permission, and log in using your school email and password.

If you have a cell phone please make sure you give the counseling office your cell phone number. This will help the school communicate with you (snow days, emergencies, ect) and will help your teachers to communicate with you through the Aeries App.