

Instructions for Student Account Creation

1. To set up your account you will need to obtain your username and one-time use activation PIN. Any of your teachers should be able to provide you with this information.
2. To activate your account, you should navigate to www.mypolkschools.net from any computer with internet access. Once there you will need to click on the "Change/Reset Password" option found in the top left corner of the main page.



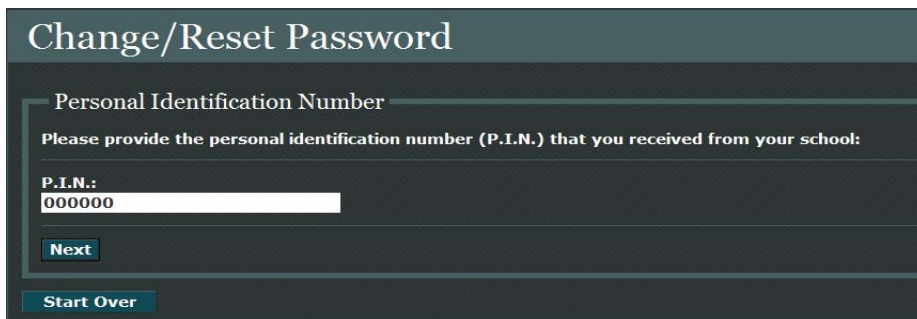
The screenshot shows a web interface with a dark red header containing "Home" and "Change/Reset Password". Below the header is a teal box titled "My Polk-ID Login". Inside this box, there are two input fields: "Username:" and "Password:". Below the password field is a checkbox labeled "Remember Login". At the bottom of the teal box are two buttons: "Login" and "Register".

3. On the following screen, enter the username that was given by your teacher and your date of birth, then click next. If you need to restart the process at any point click the "Start Over" option at the bottom.



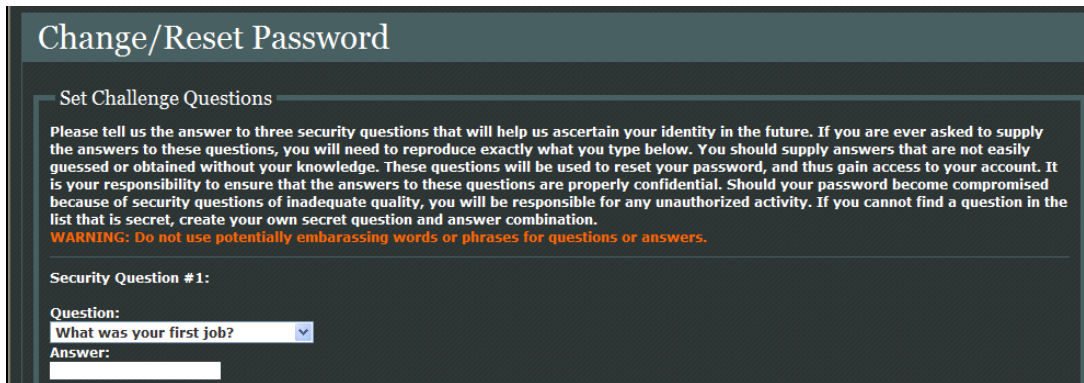
The screenshot shows a dark grey page titled "Change/Reset Password". Under the heading "Security Information", there are two input fields: "Username:" with the text "test1" and "Date of Birth:" with the text "01 / 01 / 1111" and "MM/DD/YYYY" below it. Below these fields are two buttons: "Next" and "Start Over".

4. **PIN:** On this screen, enter the one- time use PIN that was given to you by your teacher, then click next.

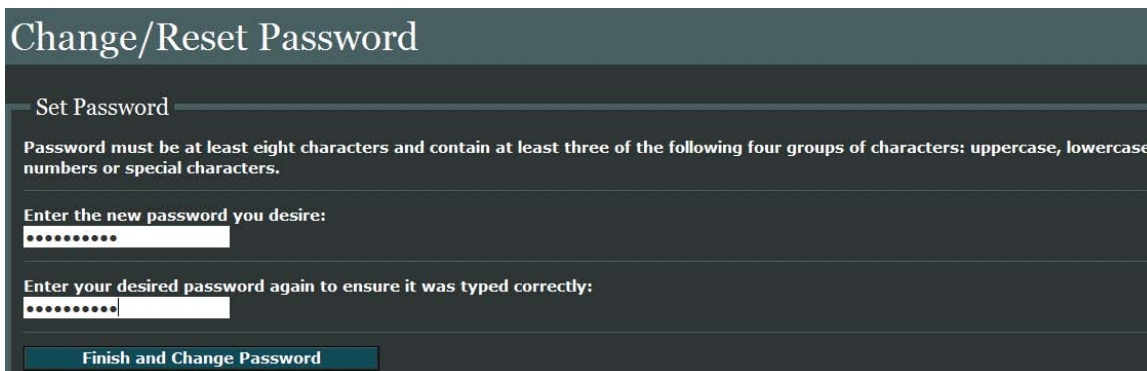


The screenshot shows a dark grey page titled "Change/Reset Password". Under the heading "Personal Identification Number", there is a text prompt: "Please provide the personal identification number (P.I.N.) that you received from your school:". Below this is an input field labeled "P.I.N.:" with the text "000000". At the bottom are two buttons: "Next" and "Start Over".

5. **Security Questions:** Here you will set the security questions for your account. If your password is ever forgotten, these questions will be used to reset it. The answers must be verbatim, make sure to choose questions whose answer you will **remember** . Set all 3 questions and click next.



6. **Password:** This final screen is where you will set the password for your account. Passwords must be at least 8 characters, cannot contain more than 3 consecutive characters from your username or any of your previous passwords and must contain 3 of the 4 following character types: uppercase letters, lowercase letters, numbers or symbols (! * # & % \$). Click "Finish and Change". The password should change immediately.



7. **Usage.** Your student account is now created. You will now be able to log on to any computer on campus that is set for student usage by using the previously created username and password. This will also be your log on for Google Apps, Blackboard, the Student Portal and any future network based applications.

Troubleshooting Tips

- ❖ If you receive an error which reads "The system could not process your request" it typically means you have entered something incorrectly and will need to try again.
- ❖ If you are presented with 3 already set security questions when attempting to set up the account this indicates you have already, at some point in the past, set up an account within the School Board system and will need to use that account.
- ❖ If you are unable to remember the answers to the security questions when trying to change your password, you will need to have your account reset. To do this have one of your teachers email Jason Gooden with your full name, username and student ID number in order to have the account reset.