

Setting up E-mail and Network Access Accounts

(SEE SCSD OWA DIRECTIONS FOR DETAILS ON USING EMAIL)

All SCSD staff members who have been with the district since at least October, 2004 have been assigned email accounts. The accounts can be accessed by typing “[email](#)” on the address bar of any district computer. E-mail addresses are ABCDEF12@scsd.us

For home use, type <https://getmail.scsd.us> on the address bar to access SDCS e-mail.

Login:

First initial of first name/first 5 letters of last name/last 2 numbers of social security#
If your last name does not have 5 letters, continue using letters from your first name.
Total characters in login should be 8 including 2 digits from social security #.

Example:

Staff member name: George Washington Login: gwashi88

Social Security #: 132-45-8888

Password: (if your password is already set up as an existing staff member)
Initials/Birth month (include 0 for single digit)/Birthday (include 0 for single digit)

Example for George Washington; Birthday February 22, 1732: gw0222

(SEE SCSD OWA PASSWORD CHANGE DIRECTIONS TO CHANGE PASSWORD)

New accounts:

If a staff member does not have an account (and you have checked to make sure)

- E-mail [Lyn Morsillo](#) at lmorsi69@scsd.us.
- Provide user name, last two social security digits and birthday.
- You will get e-mail confirming new account creation.

Network Access:

Network domain names and passwords are frequently the same as e-mail logins and password depending on how they were set up. When setting up a new account for a new staff member, ask Lyn to set up both e-mail and network access. Eventually the login and passwords for email and the network will be tied together so they are the same.

10/05