

# Student Technology Quick Reference

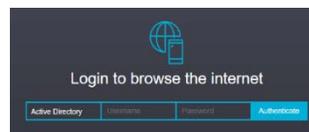
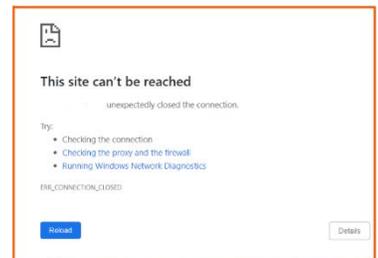
## Connecting to Wi-Fi

1. Select the **Network**  icon on the taskbar, located across the bottom of the screen. The icon that appears depends on your current connection state. If you don't see one of the network icons (or a similar one) shown in the following image, select the **Up arrow**  to see if it appears there.
2. Choose the Wi-Fi network you want, then select **Connect**.
3. Type the network password, and then select **Next**.
4. Choose **Yes** or **No**, depending on the type of network you're connecting to and if you want your PC to be discoverable by other PCs and devices on the network.



## Web Filter

1. If you or your students are not able to access websites or if any Microsoft Program won't sync/save, then you will need to log in to the web filter.
2. You will see a message like this one, but for a site you can normally visit.
3. Double-click on the Web Filter icon on your desktop or go to: <http://lsaccess.me/login>
4. Log in with your school credentials which is the same information you use to log in to your computer.



Username= ID #  
Password= Same as your computer

## Accessing Microsoft Portal

The Microsoft Suite of programs is going to be one of the primary tools that students will be using. While the programs are installed on the students' computers, they can also be accessed from a browser on any computer.

### Email

Students are expected to check their email every weekday during the school year.

Their email address follows this pattern: first 3 letters of their first name + first three letters of the last name + last 3 numbers of their student ID number @buhسد.org

Example: George Washington would be geowas345@buhسد.org

### To Access Email

1. Double click on the email icon on the computer's desktop
  - a. Go to [Portal.office.com](http://portal.office.com)
2. Sign in with your school credentials
  - a. Username: [ID@buhسد.org](mailto:ID@buhسد.org) ([12345@buhسد.org](mailto:12345@buhسد.org))
  - b. Password: Same as computer
  - c. Click on Outlook

## Teams

Microsoft Teams is the program will be the primary place for communication and where teachers will take attendance during distance learning. The program is installed on your computer, but it can also be reached online through [portal.office.com](https://portal.office.com). The following pages give a visual guide to what is available in Teams.

## Password Information

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Passwords will sync with Microsoft, StudentVue, and Google. Any time a password is updated, it may take up to an hour to update at those sites as well. However, it will be changed immediately on the computer, StudentVue, and the web filter.

- **Google Accounts:**
  - **Username:** full email address
    1. First 3 letters of your name + first three letters of your last name + last 3 numbers of your student ID number @buhd.org (Example: George Washington would be geowas345@buhd.org)
  - **Password:** Same as computer
- **Microsoft Accounts:**
  - **Username:** [ID#@buhd.org](mailto:ID#@buhd.org) (example: [12345@buhd.org](mailto:12345@buhd.org))
  - **Password:** Same as computer

## How to Restart a Computer

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To keep your computer running its best, you should be restarting it at least once a week.

1. Click on the Windows icon  in the bottom left corner of your screen
2. Click on the power icon  just above the Windows icon.
3. Select either restart or shut down

## How to access IT help

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For more help, go to the "Get Connected" page on our district website: [buhd.org](https://buhd.org)

**BUHS:**  
623-764-6292  
623-633-1696

**EFHS:**  
623-633-1695  
623-512-6140

**YHS:**  
623-633-1697  
623-521-9675

### Tech Center Support Options:

If you are unable to rectify your technology issue via telephone support, you may bring your device to your campus tech center.

Learning Center students may take their device to the closest comprehensive campus.