

Everett Public Schools - Student Password Guidance

Each student is set up with accounts to access the district computers and several system and curriculum tools.

Student accounts

User name: Student ID# -

Default password: differs at each grade level

Promoting strong passwords to assist students in understanding digital safety

Schools are asked to assist students in updating passwords. The broader use of technology integrating into the operations and instruction within the schools makes this mission even more important.

TIPS for creating strong passwords

- Keeping your work safe in secure is dependent on the strength of your password
- Never share your password with others
- When selecting a password, please choose one you will remember but is not easily figured out by others (avoid using your name, address or family/pet names)
- Fully log out of your device to keep your accounts protected

Password logic

- Minimum of eight characters
- Alternate between upper and lower case letters
- Substitute numbers and/or symbols for letters
 - o **do not use the @ symbol as some products cannot process passwords with the @ symbol**
- Do not use simple dictionary words, names or personal data
- Do not use only one number – this is common and easily guessed
- Do not leave a written copy of your password anywhere near your computer

Examples of passwords:

- INSECURE = helpdesk or helpdesk1
- SECURE = h31PdezK or H3!|*De5k

Remembering Your Password

There are also several good ways to remember your password and to work numbers into them. One is to use mnemonics - mental tricks to help you remember important things. For example, the sentence. Or "I Go To Bed At 11 PM" becomes **ig2ba11pm**. Or "I Am Too Smart For My Own Good" becomes **ia2s4mog**.

How students update their passwords



Forgotten passwords – how to get support

- Secondary School librarians have a tool to assist students in resetting passwords
- If the librarian is unavailable – contact Help Desk