



Computer Login Instructions for Students



The **first time** a student logs into a school computer, they will create their unique password. **This is VERY IMPORTANT in order for them to easily gain access to their student folder, Google Drive, and Office 365.**

1. If the computer is not already at the login screen, log out the current user.
2. Press Ctrl+Alt+Delete to get a new login screen. Click Switch User and then Other User.
Student user names are their **8-digit ID number**. If they do not know their ID number, it can be found in FOCUS.
3. Students logging into AD for the first time will use this standard password: **Student1**
4. If they created a password last year, it should remain the same. If they have forgotten it, please remind them that it contains a capital letter, lowercase letter, and number—this information may spark their memory.
5. Once they have successfully logged in, please ask students to go to **ARMS** to set up their challenge responses and, if needed, change their password. Students will only be able to use the generic Student1 password a few times and then they will be locked out. It is important for them to update their challenge responses so that they can reset their own passwords.
<https://armsoutside.yourcharlotteschools.net>
6. Students enter the same user name and password (ID # and Student1). Once ARMS authenticates, the student will choose Profiles from the choices on the left.
7. At the top of the page they can choose to Change Password or Update Challenge Responses and follow the directions on the screen.
8. **PLEASE let students know they CANNOT use their ID number as their password.** Passwords must be at least 8 characters and contain an uppercase letter, lowercase letter, and a number.
9. Once they have changed their password and saved it, this is now their password for the following:
 - a. Logging into a computer
 - b. Google Drive
 - c. Office 365

Students Saving Their Work

Since all students have access to their Google Drive accounts, this is the BEST option for them to create and save work. They are able to access their work from any computer whether at school or at home, as long as they have access to the internet. This prevents them from using many excuses!

Student Google Drive accounts: 8digitstudentID@yourcharlotteschools.net

Saving work to student folders on the server:

When students want to save work in their folder on the server, please let them know they must save to the directory with their ID number and NOT to My Documents. Saving to My Documents will mean that their work is only on the computer they are currently using, and they will not be able to retrieve it from another computer on campus. From the save screen, they should choose My Computer and find the server with their ID number on it. To open their work once it is saved on their server, students should click on My Computer and then click on the server with their login name. All of their documents and presentations will be there.