SETTING YOUR NETWORK USERNAME & PASSWORD

Visit www.office.com to change your password and access district email.

Your username & new password will log you into a district computer, Office 365 and your district email account.

NEW Substitutes:

Username: first initial, middle initial, last name
(all lowercase)
  Example: jmdoe

Temporary Password: WelcomeUSD#233
(capital "W" & capital "USD")

Email Address: jmdoe@olatheschools.org

Existing Substitutes:

Username: first initial, middle initial, last name
(all lowercase)
  Example: jmdoe

Password: Existing Password

Email Address: jmdoe@olatheschools.org

My username and password:

Username: _____   Password: _____

Guidelines for creating passwords:

All passwords must consist of at least 12 characters and contains:

- Letters
- Numbers
- At least one Upper Case letter
- At least one lower-case letter
- At least one special character such as @, #, $, %, &

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Think of your password as a phrase.

Examples:
(**Please do not use these examples as your password**)

- Chiefs@Raiders340 – 7 Trillion Years to Hack
- SingingNtheR@1n – 1 Billion Years to Hack
- Home4Dinner% – 3,000 Years to Hack
- Putt4theMoney$ - 16 Million Years to hack

Because of the increased complexity, passwords will only need to be changed ONCE per year.

For questions or concerns contact the Technology HelpDesk
Phone: 5020-8058 **//** Email: helpdesk@olatheschools.org