

How to Change Your Password, Connect to the Wireless Network, &

Check Your Email

Dear Student,

This document not only outlines the steps for how to access the SAStudents wireless network, but also tells you how to check your email and how to change your password. You should protect your email and password as you would a valuable asset. Your unique user ID will track your entire internet history while on the SA Student network. If that account shows inappropriate behavior, YOU will be the one held responsible.

Important Notes:

- You can only change your password online via portal.office365.com. Mr. Knippers nor any other Starkville Academy personnel cannot change your password!
- You must click the blue “Set It Up Now” button and confirm your security settings prior to changing your password.
- You have one password for all SA services. When you change your password online, it will change it for your email and any wireless online access. **Your user name and password will NOT allow you to log on to any desktop or tablet computer at Starkville Academy.** The credentials you are being provided will allow you to check your email (and download Microsoft Office) via *any* internet-connected browser or connect to the SAStudents wireless network via any internet-enabled device (i.e. smart phone, tablet, laptop, etc.).

First things first, CHANGE YOUR PASSWORD!

Steps to Changing Your Password (first time):

1. Using a connected web browser (i.e. from home or a computer lab), log on to portal.office365.com.
2. Sign in using the email address and initial, temporary password (Volz2016) given to you.
3. Click the blue “Set It Up Now” button.
4. You must choose at least one of three authentication methods:
 - a. You can provide a different email address other than your SA email address.
 - b. You can provide your cell number and enter the code provided via text or phone call.
 - c. You can select answers to 5 different security questions.
5. Once you have completed one of the above methods, you will be taken to your “apps” screen. Click the gear icon in the top, right hand corner.
6. Click on Office 365 settings.
7. Click on the change password link. You will be required to enter your old password, and your new password must be between 8-16 characters and include uppercase letters, lowercase letters, numbers, and symbols.
8. Click on Submit.

Forgot Your Password?

Once you have completed the above steps, you can simply click on the “**Can’t Access Your Account**” link on the portal.office365.com page to reset your password. Remember, NO teacher or administrator (including Mr. Knippers) can reset your password. If you follow the above steps, you will be able to change your password any time you wish and as often as you like.

Connecting to the SA Students Wireless Network:

Now that you have changed your password, you may now log on to the SA Student wireless network.

1. Click the wireless icon symbol on your device (normally 5 bars that increase in height).
2. Select the “SAStudents” network and click on Connect or Join.

3. You will be prompted for your user name and password. Enter only the user name that is listed below (i.e. DO NOT enter your full email address). Enter the password you created in the above step.
4. If your device does not connect the first time, try again. It might be necessary to reboot your device. Also, be sure that you are entering your user name and password correctly.
5. As long as your device is set to “remember” your wireless networks, you should not have to enter your credentials every time.

Checking Email and Downloading Microsoft Office:

1. Using Mozilla Firefox, go to portal.office365.com or click on the Office365 link at the top of the SA web page (starkvilleacademy.org).
2. Use your full email address (your name and year@savols.org) and your password to log in. Sometimes, you have to click “Sign-In” twice for it to load properly.
3. Click the blue “Mail” icon to check and send email. You can also use the online versions of Word, Excel, PowerPoint, and OneNote by clicking on the respective icons. You can also use an exciting new program called Sway (Microsoft’s version of Prezi).
4. To download a full desktop version of Microsoft Office to your computer, click on the Install link under “Install Office on More Devices.” You will need to use your SAVols.org email address and password when installing and setting up the software.
5. To change your password (remember, this will also change it for ANY wireless access log-ins as well):
 - a. Click the gear icon in the top, right hand corner.
 - b. Click on Office 365 settings.
 - c. Click on the change password link. You will be required to enter your old password and your new password must be between 8-16 characters and include uppercase letters, lowercase letters, numbers, and symbols.
 - d. Click on “Submit.”