ENABLING NETWORK/DOMAIN USER ACCOUNTS

REVISED 2015-2016

As part of the preparation for the beginning of the school year, teachers and staff that have never used their Network/Domain logins will need to go through a sign-on process to enable their accounts.
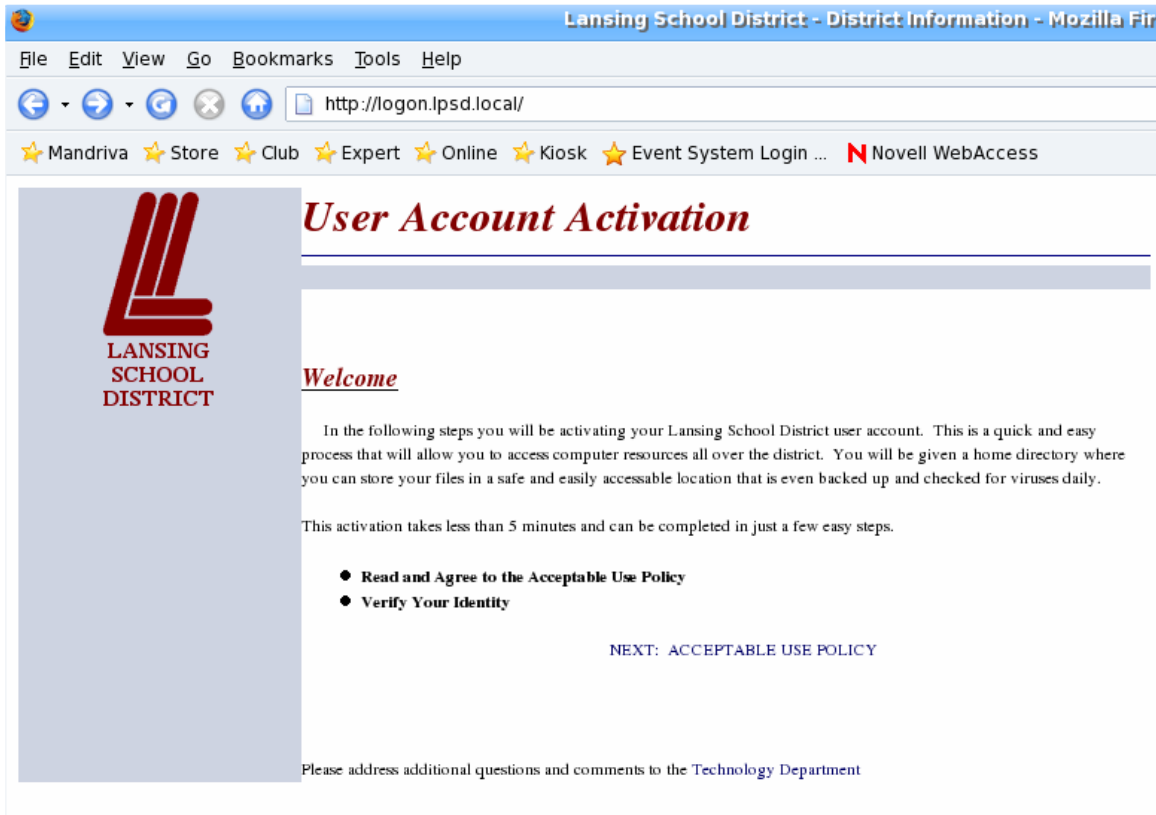
Sign-On

1. Users will need to logon to the computers for the first time as the user "lansing" with a password of "lansing". Please verify that the "Log on to:" line says LPSD.

Enable Account

2. Open a web browser (Chrome, Firefox, Safari, Internet Explorer, etc)
3. Navigate to http://logon.lpsd.local

4. Click on the "Next: Acceptable Use Policy" link
5. Read the Terms of the Acceptable Use Policy.
6. Click the APPENDIX A agreement for Staff and Volunteers:

7. Read the agreement, then check the "I accept" button and then click "Continue"

1. I agree that all use of District technology is consistent with
2. I acknowledge that use of District technology is a privilege
3. I agree to demonstrate a good faith effort to supervise the
4. I agree that I must obtain the approval of the Director of T
5. I understand the importance of preserving the security of a
   This includes passwords for email, network and central re
6. I understand that it is my responsibility to report to the Te
7. I agree that I will not install, download, or otherwise utilize
8. I understand that any violation of the Technology Use and
9. I will comply with all copyright laws.
10. My use of District technology constitutes my agreement to
11. My acceptance below acknowledges receipt of and agree

I accept: ☑ [Continue] [Exit]

8. On the next screen, fill out all three lines of information.

LANSING
SCHOOL
DISTRICT

Your Student Number:	smithj0829
What School do you attend:	Eastern
Your Birthdate:	08/29/1955
	[Validate]

9. For student number, Staff/Faculty will enter an their id as follows:
    a. User id are in this format: LLLLLFMMDD
        • LLLLLL=First 5 letters of last name, use an underscore "_" as a place holder if your last name is 4 letters or shorter. (ie Jane Door, door_)
        • F=First initial of your first name
        • MM=Month of your birth (01-12)
        • DD=Day of your birth (01-31)
10. Select your building from the list provided.
    a. Substitute Secretaries, Sub Teachers, Substitute Public Safety and Coaches should choose "Substitute" as their building.
11. Enter your birthday in this format: MM/DD/YYYY
12. Click on the Validate button.
13. The next screen should display a confirmation receipt.
14. **IMPORTANT**: Log off the computer and log in with your own user id.
15. Passwords will be the same as your user id.