



Network, Schoology and Power School access for:

Step 1: Access to the ACSC network

(Must be completed at an ACSC location with wired access to the network)

BYOD users follow these directions:

1. Log-in to a *school desktop computer* using the following info:
 - Username=student ID number
 - Password= changeme (you will then be prompted to change your password)
2. Log-in to the ACSC network from your laptop and enter the following when prompted:
 - Username=student ID number
 - Password= the password you just created on the desktop computer

Students with a rental laptop follow these directions:

1. Log-in to a *school desktop computer* using the following info:
 - Username=student ID number
 - Password= changeme (you will then be prompted to change your password)
2. Log-in your rental laptop using the following information:
 - Username=student ID number
 - Password= the password you just created on the desktop computer
3. The laptop should automatically connect to the ACSC network

Step 2: Log-in to Office 365 (can be accessed at school and home)

1. Open your web browser then visit <https://www.avon-schools.org/ahs>
2. Click on the icon labeled "Student" (the icon is a graduation cap)
3. Choose the Office 365 icon from the list on the right side of the webpage
 - Type in your school email address which is studentidnumber@students.avon-schools.org (e.g. 12345678@students.avon-schools.org)
 - Enter the password you chose for your network connectivity
 - The first time you log in to Office 365 it will automatically perform the setup process. This process could take up to 20 minutes. Once started you do not need to stay logged in for the process the complete.
4. You will have a document storage drive on Office 365 where you can create a folder for each of your courses where you can save any work-in-progress or completed assignments to be uploaded to Schoology

Step 3: Accessing Schoology

1. Open your web browser then visit <https://www.avon-schools.org/ahs>
2. Click on the icon labeled "Student" (the icon is a graduation cap)
3. Choose the Schoology icon from the list on the right side of the webpage
4. If you are still logged in to Office 365, the Schoology page should automatically populate; if you aren't, you will be prompted to log in to Office 365 and then the Schoology will populate
5. You will use the following items most frequently:
 - Recent Activity: This is the main page of Schoology. It lists all messages that have been sent out by your teachers as well as messages from other staff members about upcoming club activities or important information from the assistant principals/counselors
 - Courses: Each of your teachers will list specific details and assignments on the respective course page. Within each course page, your teacher will have a folder for the instruction/assignments for the day

- Messages: Your teachers will post reminders and specific information pertaining to the day's assignment. It's important to look at these messages daily so that you know what the expectation is for that day
- Overdue: Schoology will help you keep track of items you need to upload for credit per the teacher's instructions on the day the assignment was posted. You will need to go to that specific day's assignment folder to find the link for uploading documents. **Tip: if you completed your assignment on Word, Power Point, etc., you can "print" the assignment to a pdf document by choosing "Microsoft Print to PDF" from the drop down list of available printers. Save the document to a self-created course folder on Office 365 and name it with the assignment name, date, and your last name.

Power School Access

Power School is where you will be able to see your grades and details of assignments/quizzes/tests completed and graded by your teachers. It is good to reference this often to ensure that all of your assignments have been turned in and graded. To access Power School, follow these steps:

1. Open your web browser then visit <https://www.avon-schools.org/ahs>
2. Click on the icon labeled "Student" (the icon is a graduation cap)
3. Choose the Power School icon from the list on the right side of the webpage
4. Enter your username and password as follows:
 - Username: capital S plus your student ID number, e.g. S12345678
 - Password: enter the password provided to you (visit the Guidance Office if needed)
 - You will then be prompted to change your password
 - If you forget your password, please visit the guidance office to have it reset
5. You can also download Power School on your phone. When prompted for the district code, enter **KCTN**.

Additional information

Visit the Main Guidance Office for the following:

- Locker information or issue with opening your locker
- Power School password reset
- Work permits
- Bus information
- Social/emotional issues and/or conflict with other students (*you may also message your counselor to set an appointment if the issue doesn't warrant immediate attention; **if it's a personal emergency, please come to Guidance!***)
- Grades (only after speaking directly with your teachers)

Visit Student Services for the following:

- Reporting a potential threat to student safety
- Lost and found (*there is also a lost and found in the cafeteria for items left behind at lunch*)
- Pre-arranged early dismissal
- Absence/tardy notes

***Parking passes issued in the Athletic Office**

***Schoology and laptop issues are handled by the Technology Department located in the Media Center**