

## Worcester Public Schools Middle and High School Student Email Accounts

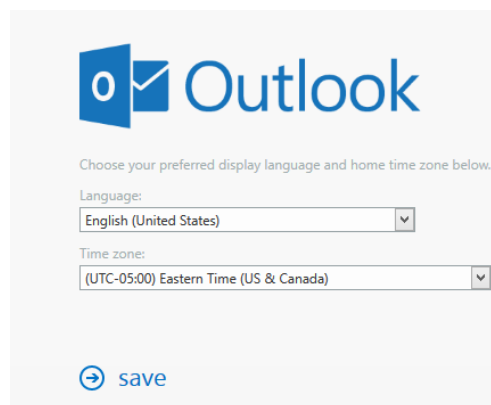
We are pleased to announce that all middle and high school students now have Worcester Public School's email accounts. In addition, students may download and install up to 5 copies of Office on their home computers.

Please remember that the student handbook policy on acceptable use and cyberbullying applies for your use of your Worcester Public School's email account. Be respectful and remember all electronic communication and files can be monitored.

To log into your email account, go to [www.wpsmail.com](http://www.wpsmail.com) and click on the Office 365 link. Here is your login info

**Email:** [student.SID@worc.k12.ma.us](mailto:student.SID@worc.k12.ma.us) (replace SID with your student ID – you can get your student ID from your homeroom teacher)

**Password:** Your birthdate in the format of MMDDYY (for example, January 3, 1988 would be 010388 – you will be able to change this)



When you log in the first time, you should choose UTC -5:00 Eastern Time as your Time Zone

Students appear in the address book as, for example zzNHS-15charInam,7fnameMlifMI which is zzNHS (or your school's 3 letter abbreviation)-then the first 15 character of their last name, a comma then the first 7 characters of their first name and their middle initial if we have one (for example a student at North name Jorge Martinez would be zzNHS-Martinez,Jorge)

Students may reset their password at [students.teamonline.org](http://students.teamonline.org). In addition, school office staff have the ability to change a student's password in the student database if needed in Sage.

Your Office 365 subscription gives you access to 5 free copies of Office. The Worcester Public Schools does not offer any support for this feature. To install Office on your home computer, log into Office 365 at home. Then click the gear icon in the top right corner and choose Office 365 Settings, then choose Software. Click the Install button to install it on your home computer.



The Worcester Public Schools has just launched a new online application for Middle and High school students. This application allows students to view their academic data online through a secure *Student Portal*. Through this portal, students can follow their Academic Standing, view Interim & Quarterly Marks, track Attendance & Test Scores, and monitor daily Lunch Transactions. In addition, students will have the ability to access our third-party applications like Naviance by a click of a button through a new Single Sign-On feature. You can access this portal at [students.teamonline.org](http://students.teamonline.org).