

Accessing Student AD Usernames and Passwords

How do students know their passwords?

Students now need an Active Directory (AD) username and password in order to logon to laptops. These usernames and passwords can be accessed by teachers through PowerSchool at <https://powerschool.sandi.net/teachers/pw.html>. There are two types of AD Username and Password reports that teachers can access. One will provide a handout for each student that you can pass out to students. The other is a quick reference for looking up passwords. These are described in more detail below. **It is the classroom teacher's responsibility to provide students with their AD login information.**

Important Note: Make sure that students use the AD username and password is written in these reports. Although the student usernames are based on the student ID number that is listed in PowerSchool on attendance rosters and in other locations, for some students the username will not be an exact match. For example, a student whose ID number on an attendance roster is 023112345 would have an AD username of 23112345 with the leading zero left off.

Types of Reports

There are two types of reports that will provide the student AD username and password information.

1. **Student Password Handout** - This report will generate a roster that lists the AD username and password for the students in the class. This can be used as a quick reference for looking up student usernames and passwords when students forget. **This report should not be printed out unless it is placed in a confidential location so that usernames and passwords are not compromised.**

Student Active Directory (AD) Passwords by Class			
This information should be held CONFIDENTIAL at all times. Please do not post in the classroom or leave unattended as this information provides access to each student's account in Active Directory.			Track: T 0335A.0910
School: Hoover High	Teacher: Bill Ivey	Class: ENGLISH 1 (P) (1543)	Period: 1
Student Last	Student First	AD User ID	AD Password
Avellano	Cristian	592527	password2527
Baltensmeyer	Maria	502880	password2880
Bartagan	Daniel	503706	password3706
Bejland	Duke	503412	password3412
Champion	Uziel	503008	password3008
Cruz	Antonio	503030	password3030
Dagoberto	Yip	503126	password3126
Fish	Isabel	507502	password7502
Garcia	Alaan	507129	password7129
Giannini	Walker	505251	password5251
Guller	Kiana	505453	password5453
Hernandez Parfiro	Oscar	505912	password5912
Jordan	Harold	502380	password2380
Lopez	Anthony	507742	password7742
Ly	Jesus	505541	password5541
Morales	Pablo	507887	password7887
Morales	Jessaline	507130	password7130
Munoz-Ramirez	Daniann	507504	password7504
Nava Parada	Thang	507539	password7539
Nigami	Chrisa	505177	password5177
Nigami	Nathan	505627	password5627
Olson	Daniel	507108	password7108
Ortega	Brett	505079	password5079
Reyes-Donzales	Laraine	503462	password3462
Rojas	Maribel	505718	password5718
Soto	Karla	505799	password5799
Tatari	Josephine	503722	password3722
Vanzotto	Yanell	505787	password5787
Number of students: 28			

2. **Student Password Roster** – This report will generate a separate page for each student in the class selected. These should be handed out to students on the first day they login. Students should keep this information in a confidential place and protect their login information. It includes not only student usernames and passwords but also important guidelines for computer use.

Student Active Directory (AD) Password Handout			
Student Last: Avellano	AD User ID: 592527		
Student First: Cristian	AD Password: password2527		
Course: ENGLISH 1 (P) (1543)	Period: 1		
School: Hoover High	Track: T 0335A.0910		
Teacher: Bill Ivey	Date: 12/02/2009		
As a student in the San Diego Unified School District, you have been assigned the username and password above for use on district computers. The use of a district computer is for school work only and is a privilege and not a right. Please keep in mind the following guidelines below at all times:			
<ol style="list-style-type: none"> 1. Do not share usernames and passwords with other students so that your files will be protected and safe. 2. Logging in using another student's username and password is considered hacking and is prohibited at all times. 3. Using a computer that is not assigned to you is not allowed. 4. Teachers will have a list of student usernames and passwords and can monitor your work at any time as needed. 5. Always follow existing copyright laws. This includes not downloading or making illegal copies of software or files such as music and social files. 6. Although the district has an Internet safety plan in place, you are expected to notify the teacher whenever you come across information or messages that are inappropriate, dangerous, threatening, or make you feel uncomfortable. 7. If you have identified or know about a security problem, you are expected to tell the details to the teacher without discussing it with other students. 			
I understand that if I misuse my computer, I will lose access to it for a period of time as determined by my teacher. Not having access to a computer does not excuse me from completing my assignments or projects.			

For Teacher Reports, see page 2.

For Administrator/Counselor Reports, see page 3.

Teacher Reports: How teachers can run the student AD reports in PowerSchool:

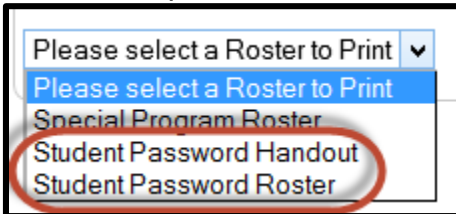
1. Login to PowerSchool at <https://powerschool.sandi.net/teachers/pw.html> with district ID and password.
2. Once logged in, user will be on the Start Page.
3. Locate the class for which you would like to print out the Active Directory user names and passwords and click on the printer icon on the right hand side of the class listing.



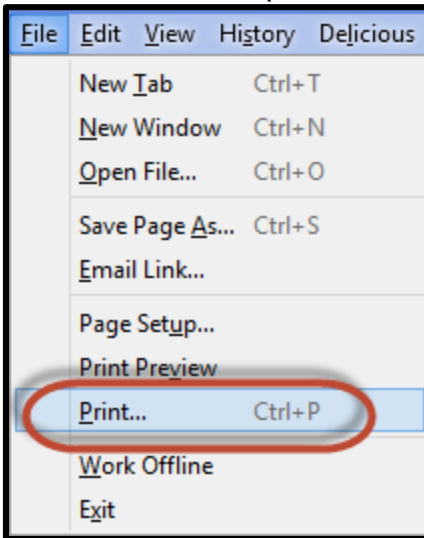
4. Select Print Rosters.



5. Select either the Student Password Handout or Student Password Roster depending on which report you wish to print. Please see page one for the Type of Report needed. Note: Report will open in another tab in the browser.



6. Print the Report as needed. To do so, click the web browser File Menu, and choose Print.



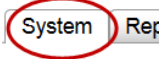
Administrator/Counselor Reports

1. Login to PowerSchool at <https://powerschool.sandi.net/admin> with district ID and password.
2. Select System Reports from the Reports section on the left hand side.



3. Select the System Tab.

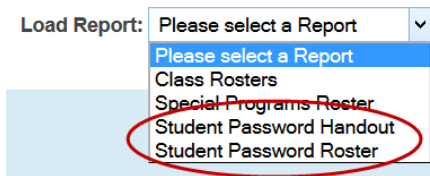
Reports



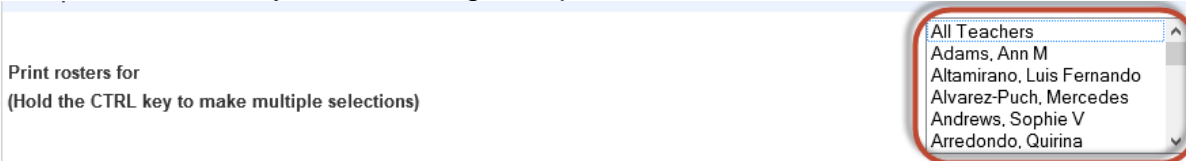
4. Scroll down to the bottom of the page under "Student Listings." Click on "Class Rosters (PDF)."



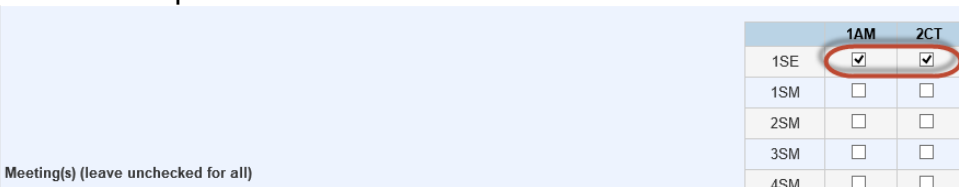
5. In the top right corner of the screen, select the type of password report you would like to print.



6. Select the Teacher(s) for which you wish to run the report. If selecting multiple teachers, hold the CTRL key while making multiple selections.



7. Select the class periods that you would like to print. If you would like to print all, leave the class periods unchecked.



8. Click the Submit button.

9. Print the Report as needed. To do so, click the web browser File Menu, and choose Print.

