

# Establishing student accounts remotely

To log into Canvas and other Paulding School District digital programs for the **first time of a new school year, remote learning students** will need to login to Microsoft Office online to establish their user account.

Elementary students are not required to change their default password. Middle and high school students are required to change their default password.

1. From the Paulding County School District's web site homepage, [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us), click the 'Student Dashboard' icon.



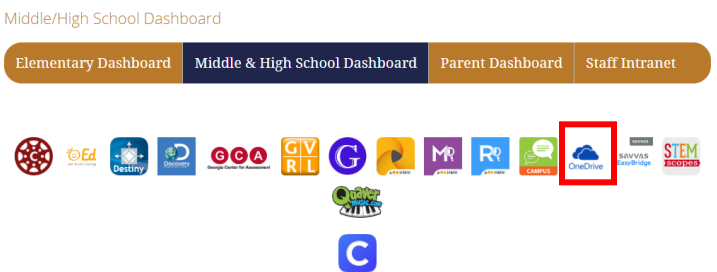
<https://www.paulding.k12.ga.us/dashboard>



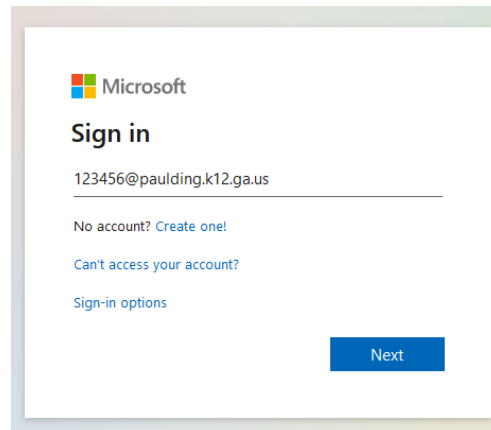
2. Select the Elementary or Middle/High School Dashboard button.



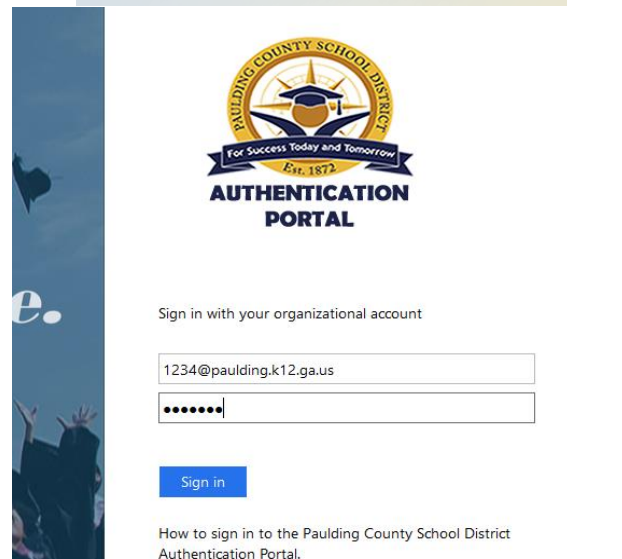
3. Select the OneDrive icon.



4. To sign in, enter your **Student ID** number followed by **@paulding.k12.ga.us**  
 Example:  
 Lucy's student ID is 123456, so she would enter [123456@paulding.k12.ga.us](mailto:123456@paulding.k12.ga.us) and click Next.



5. Enter your default password in the password field.
- Default Password:  
 first initial + middle initial + last initial + birth month + birthday. Birth month and birthday are 2-digit numbers.  
 Example: Charlie S. Brown with date of birth of 09/07/2002 will enter **csb0907** for the default password.



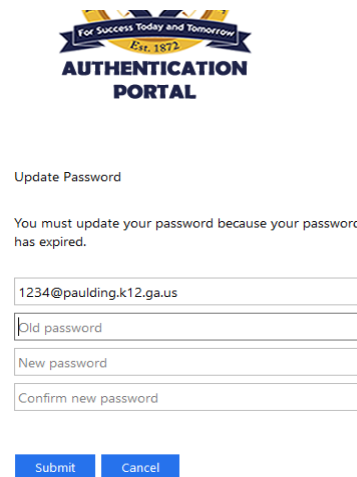
6. Elementary students are not required to change their default password but may change their password. Middle and High students are to create a new password to replace the default password.

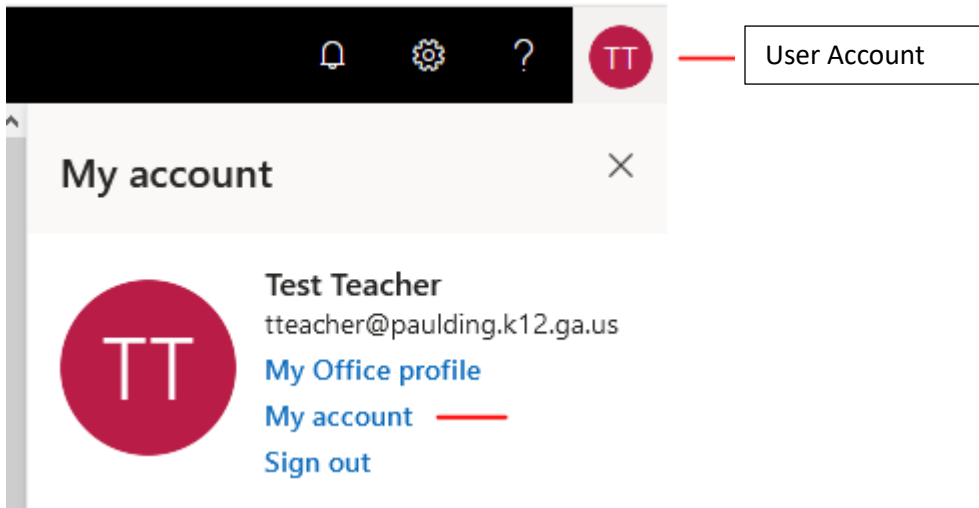
**Password Policy:**

- Passwords must be eight characters long,
- cannot be a previously used password,
- cannot contain the username,
- Must include three of the following items:
  - Uppercase letter[A-Z]
  - Lowercase letter[a-z]
  - Number [0-9]
  - Special Characters [!,#,\$]

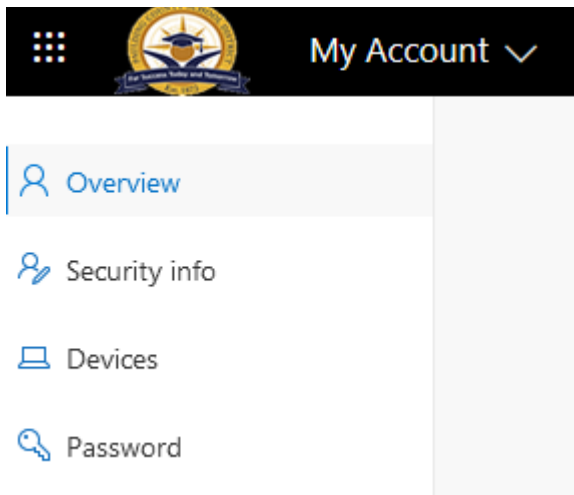
**Change your password:**

After logging into Microsoft online, click your **User Account** circular icon in the upper right-hand corner of the web browser and select **My account**.





Click **Password** from your left menu



Enter your **default/old password, new password** and **confirm your new password**. Be sure to utilize the **Password Policy** listed above for your new password.

For online programs including Canvas, you will utilize your Student ID (without @paulding.k12.ga.us) as your username and your password. Microsoft Office programs require the full username of Student ID + @paulding.k12.ga.us.