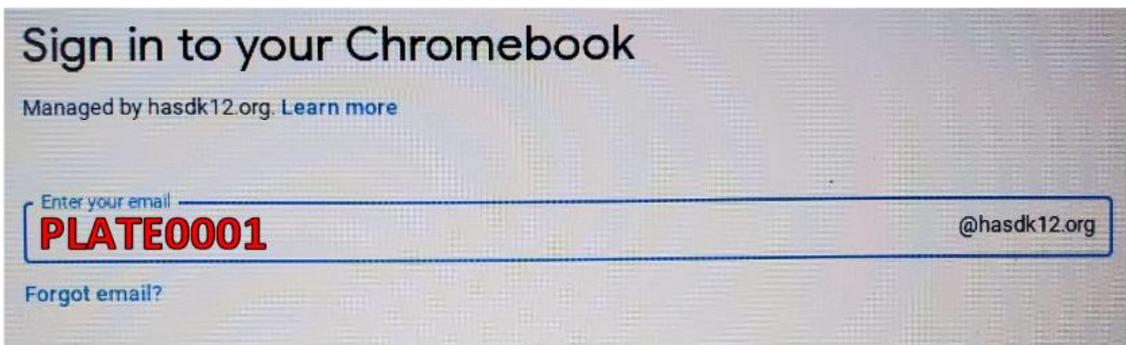


USING A DISTRICT COMPUTER REQUIRES A 3 STEP LOG IN PROCESS

About Usernames- Every student will be given an email address that ends in **@hasdk12.org**. There are times when you need to use the complete email address to log in, and times when you need only need the beginning portion to log in. This page will explain the differences.

Sample Student Email
PLATE0001@hasdk12.org

Step #1. When you first log into a district computer, you will need your complete email address. The **@hasd.k12.org** portion will be automatically entered; you only need to enter the first part



The screenshot shows a Chromebook sign-in screen titled "Sign in to your Chromebook". Below the title, it says "Managed by hasdk12.org. [Learn more](#)". There is a text input field with the placeholder "Enter your email". The field contains the text "PLATE0001" in red, and "@hasdk12.org" is pre-filled in the background. Below the input field, there is a link that says "Forgot email?".

Step #2. Log into Content Keeper. You will only need the beginning portion of your email to log into Content Keeper. DO NOT ADD THE @HASDK12.ORG



The screenshot shows the ContentKeeper authentication screen. At the top, there is the ContentKeeper logo and the text "Proven Internet Security for the Enterprise". Below that, it says "ContentKeeper Authentication" and "ContentKeeper IP Authentication www.hasdk12.org". There are two input fields: the first is labeled "User" and contains "PLATE0001" in red; the second is labeled "Pass" and contains "password" in red. Below the input fields is a "LOGIN" button.

Step #3. Log into Microsoft with your complete email address and password

Sign in

to continue to Outlook

PLATE001@hasdk12.org