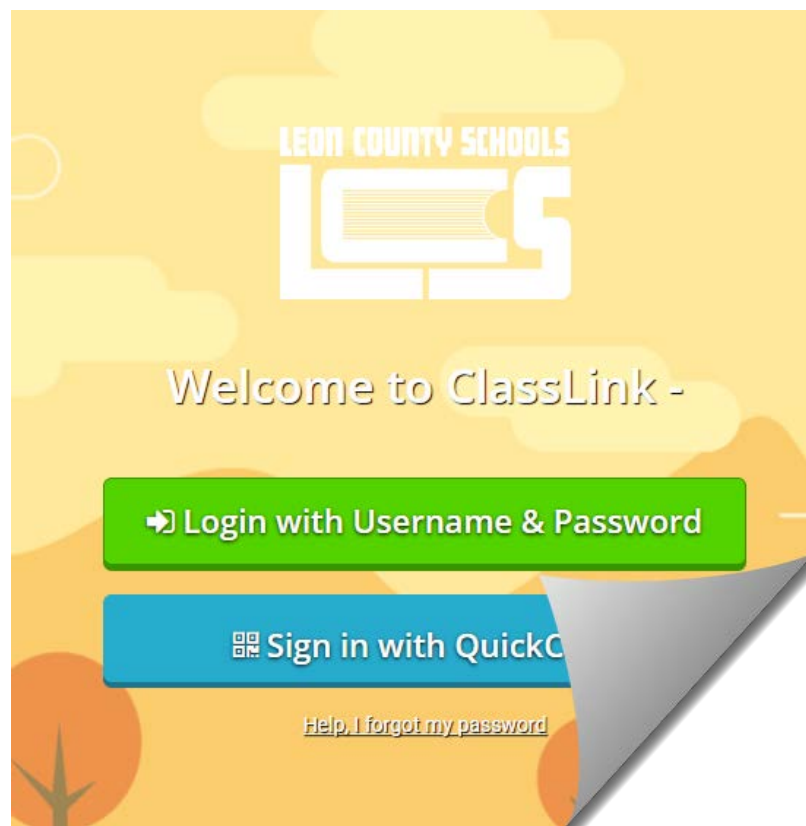


# Classlink - Logging in from home



Prepared for  
Leon County Schools

*Date: December 14, 2022*  
*Version 1.3*



SCOTT WHITTLE - TRAINER



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## DOCUMENT CONTROL

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## Classlink - Logging in from home

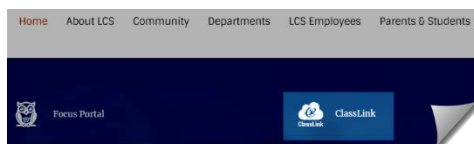
### Logging into ClassLink from outside School

#### Verify your credentials work at school

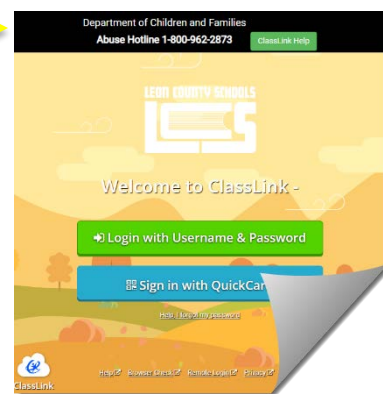
- ▶ Log in to ClassLink **while logged on to a school computer** to check that you can access your district resources and applications. This will ensure that the groups, usernames, and passwords are correct for all of your resources.
- ▶ Use **Chrome** or **Firefox** – *these browsers work best with ClassLink*
- ▶ The first time ClassLink is accessed at home, the browser will need to install the ClassLink extensions. To do this, just click “Ok” or “Yes” when prompted until the install is complete.
- ▶ Make sure any “Pop Up” blockers are temporarily turned off as ClassLink uses popup windows.

#### Logging In

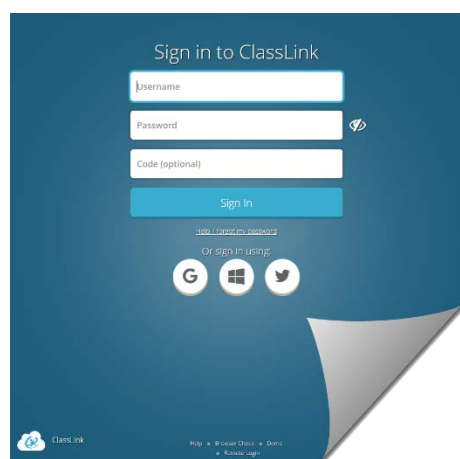
- ▶ When logging into ClassLink from HOME the process is slightly different than when you log in from school
- ▶ Click on the ClassLink icon on your schools website



- ▶ Select the **Username and Password** option. This will bring up a sign in box instead of logging you in automatically like it does in school normally



#### Important Note:



The login in screen **MUST** have the LCS logo at the top like the mage to the right. ➡

⬅ If you see a generic login screen like the one to the left, you are **NOT** on the LCS ClassLink login screen

(Some elementary schools do not log you in automatically from school due to the use of Generic accts)

- ▶ **Students** MUST use their LCS e-mail address as their username  
(Ex [123456789@edu.leonschools.net](mailto:123456789@edu.leonschools.net))
- ▶ **LCS Employees** MUST use their LCS e-mail address  
(Ex [username@leonschools.net](mailto:username@leonschools.net))



## Classlink - Logging in from home

### Using ClassLink on Apple and Android Mobile Devices

- There are both iOS & Android apps for Classlink. To find the correct ClassLink app for Leon County, go to the respective app store and search “**Leon County Schools ClassLink.**” **Please note:** *The ClassLink app is intended for ONE SINGLE USER on iPads, not multiple users signing in and out, so don’t use the app for classroom carts of iPads that will be shared, the username CANT be deleted from the app even if you uninstall and reinstall*
- For some applications, it is necessary to use the **Chrome Browser** on your mobile device. A few LCS apps in ClassLink require a second login when the user is not on the district network. Entering a second login **is done in the browser, not in the ClassLink app.** To access these sites at home, do the following:



a. Open the Chrome Browser (or another browser)

b. Navigate to ClassLink at

<http://launchpad.classlink.com/leonschools>

*You must see the district logo to know you are on the correct page.*

- c. Sign in with your Active Directory username and password (username and password used at school)

**Important note:** *when doing this from home, don’t forget students must use their full username*  
*Ex: StudentID#@edu.leonschools.net, not just the ID# (See sample to right)*



- d. Click on your desired app and re-enter your Active Directory credentials

- The following applications will require the above steps to enter a second log on from home: **Think Central, GradeCam, my.HRW.com, Achieve3000, Math Nation, i-Ready, MackinVia, myON, and Reading Plus**
- Once a user logs in with this second authentication they should not see it again unless they close out of ClassLink, shut down, or restart their computer.