

CLASS LINK INSTRUCTIONS

All Leon County Schools are using the new sign-in system, Class Link this year.

ClassLink provides OneClick single sign-on into web and Windows applications, and instant access to files at school and in the cloud. Accessible from any computer, tablet or smartphone.

You should **ALWAYS** use Class Link when creating school related documents either on a school computer, or at home. This will allow you to continue working on a document if you do not finish it.

NOBODY SHOULD BE SAVING SCHOOL DOCUMENTS TO FLASHDRIVES.

TO GET TO CLASS LINK, GO TO THE LEON COUNTY SCHOOLS WEBPAGE

<https://www.leonschools.net/site/default.aspx?PageID=1>

OR THE LEON HIGH SCHOOL WEBPAGE <https://www.leonschools.net/leon>

1. Click on the blue Class Link icon at the top right side.
2. You will be prompted to enter your user name. (Your student I.D. number.)
3. You will need to enter your password, which is the same password that you use to log-on to a school computer.
4. When Class Link opens you will have access to several apps, including how to check your grades, **but the main one you will probably use is Office 365.**
5. When you click on Office 365, you should see your user name. Click on this to get to the tools you will use most.
 - Word (For typing assignments)
 - PowerPoint (for presentations)
 - One Drive (where you will find your saved documents)
 - Mail (for emailing teachers and other students) **You can attach a document to an email and send it to a teacher.**

Some of your teachers may have you use other sections in Class Link. When you get some spare time, log-in and see what other apps you might find useful.

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PASSWORD RECOVERY SET UP IMPORTANT INSTRUCTIONS--THIS IS ESSENTIAL!

FOLLOW THESE STEPS SO IF YOU FORGET YOUR PASSWORD, LET YOUR NETWORK PASSWORD EXPIRE, OR IF IT EXPIRES OVER A LONG BREAK, YOU WILL BE ABLE TO RESET IT FROM ANYWHERE

1. Once logged into ClassLink, click on your profile avatar on the top right and select "My Profile"
2. Select "Password Recovery Setup"
3. Decide which of the three available options to reset your password you wish to use. **You may select one or choose to use all three.**

PASSWORD RECOVERY SETUP

Mobile Phone: Simply enter a cell phone number (**Do not use a home phone as it will send a text**)

E-mail IMPORTANT! If use the Email recovery option, do NOT use your LCS e-mail address as that is only accessible if you know your LCS password or it is not expired. Instead, enter an alternate e-mail such as a Gmail, Hotmail, or other email address you use on a regular basis.

Questions and Answers (Q&A) You can select from 11 possible pre-defined questions, or if you prefer, you can make a custom question and make it anything you want.

IF YOU SET UP YOUR PASSWORD RECOVERY IN CLASSLINK, YOU CAN EASILY RESET YOUR PASSWORD

FOLLOW THESE DIRECTIONS:

1. **To reset your password, click on the ClassLink icon on your school's website.**
2. Press the "Help, I Forgot my Password" link at the bottom.
3. Enter your username and press the Check button. Students user names are their Student ID # (Ex 123456789)
LCS Employees are their Network usernames. (Ex. Nicoloso)

Do not use your school e-mail address or you will get an invalid Username error

Please note: If you access the password reset screen from any LCS website, it will prepopulate the Reset Password Code field with LEON. If the login page does NOT contain the Leon County Schools logo, please use the ClassLink icon from ANY LCS website's homepage to access the correct LCS login page

4. Select your available reset options (SMS, Email, or Security Q's) **based on what you configured earlier in your Password Recovery Setup in your profile.**

Text Text--will send a code that you will enter in the next window

Email: Email -- will send you a reset Link (Please remember to check your Junk/Spam filters)

Security Questions: Security Questions – Will ask you your security questions. Once you have correctly answered or responded using any of the three possible password recovery methods, you can reset your network password.

5. Set new Password. **REMEMBER—All network password security requirements apply.**

PASSWORD REQUIREMENTS:

Must be at least 8 characters in length

Must include 3 of the following: uppercase, lowercase, number, special character (Ex: # \$? ! & %)

Must not include any part of your name.

Must not include any part of your name

Passwords expire after 60 days. (You might want to put the number 1 at the end of your first password for the year, and simply change the 1 to a 2 when you need to reset your password the first time, and simply change the number each time you need to reset.) Elaine Nicoloso

