

## NOTES:

### ClassLink

#### Login Reminders-

\*From SCHOOL (LCS computer)

**Username:**

**Password:**

\*REMOTE ACCESS from Home/  
Off Campus-

**Username:**

**Password:**

#### Cobb Middle School:

Susan Clark, Technology Coordinator

[clarks3@leonschools.net](mailto:clarks3@leonschools.net)

#### LCS Technolgy (TIS) HelpDesk:

Contact the Help Desk

[helpdesk@leonschools.net](mailto:helpdesk@leonschools.net) or 487-7524.



Introducing **ClassLink**,  
the Single-Sign-On (SSO)  
web portal for Leon  
County School students &  
teachers.

*Allows students to spend more  
time engaging and less time log-  
ging in...* - ClassLink

LCS is pleased to share that we have adopted **ClassLink**, a single sign-on platform that will allow teachers and students to use one username and password to access everything they need.

You can learn more about **ClassLink** here and see why we feel it's so important to create faster, easier access to digital education resources that your children need to be successful.



- Students need to log into a school computer first using their own credentials and set the password for their initial login.
- All Cobb students passwords have been initially set to-  
**Cubs1819**  
(unless the student has already changed their password this school year).

### LCS Password Requirements:

- ⇒ At least 8 characters in total length;
- ⇒ At least 1 uppercase letter and/or special character #!@%&; and
- ⇒ At least 1 or more numbers...
- **NOTE:** Passwords CANNOT contain word "Password", first name, last name or initials of the user.

Passwords will expire every 60 days.

ClassLink (LCS single-sign on SSO) works on school computers with **Chrome** (Internet Explorer or Edge) web browser may also be used.



- ⇒ At home the One-Click Extension/Add-on for your browser may need to be added/installed.
- Users will have login with their ID number and password the first time they access ClassLink and then confirm their NEW/chosen password two more times to Authenticate the ClassLink Single Sign-On.
- **NOTE:** If students do not confirm password by typing their new password twice and just close out the pop-box in ClassLink... It will not authenticate their password essentially breaking the 'link' which eventually causes ClassLink to stop working properly for those users.

### REMOTE ACCESS Information:



*When logging into ClassLink from HOME/Off-Campus-*

- ⇒ **Students** MUST use their **FULL \***username (LCS email address) 9 digit student number followed by @edu.leonschools.net

#####@edu.leonschools.net

Ex: 123456789@edu.leonschools.net

*\*not just 123456789 (like they use at school)*

- ⇒ **Faculty or Staff** MUST use their full LCS email address-

username@leonschools.net

Ex: smithj@leonschools.net

