Classlink - Logging in from home

Prepared for
Leon County Schools

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Version 1.2

When using ClassLink from HOME, Students use YOURSTUDENTID@EPU.LEON COUNTY SCHOOLS.NET as their Username. Faculty use work email. Please visit our help page for assistance with ClassLink.

Welcome to ClassLink

Login with Username & Password

Sign in with QuickCard

Help, I forgot my password
TABLE OF CONTENTS

Logging into ClassLink from outside School .................................................................1
  Verify your credentials work at school .....................................................................1
  Logging In ..................................................................................................................1

Using ClassLink on Apple and Android Mobile Devices .............................................2

DOCUMENT CONTROL

<table>
<thead>
<tr>
<th>Author</th>
<th>Scott Whittle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Classlink - Logging in from home</td>
</tr>
<tr>
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</tr>
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<td>3</td>
</tr>
</tbody>
</table>

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<th>Revision Comments</th>
<th>Author</th>
</tr>
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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 Internet Explorer — 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 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

► There is a reminder on the top of the page that logging in from home is different.

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)

► LCS Employees MUST use their LCS e-mail address (Ex username@leonschools.net)
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)
  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 ClassLink, shut down, or restart their computer.