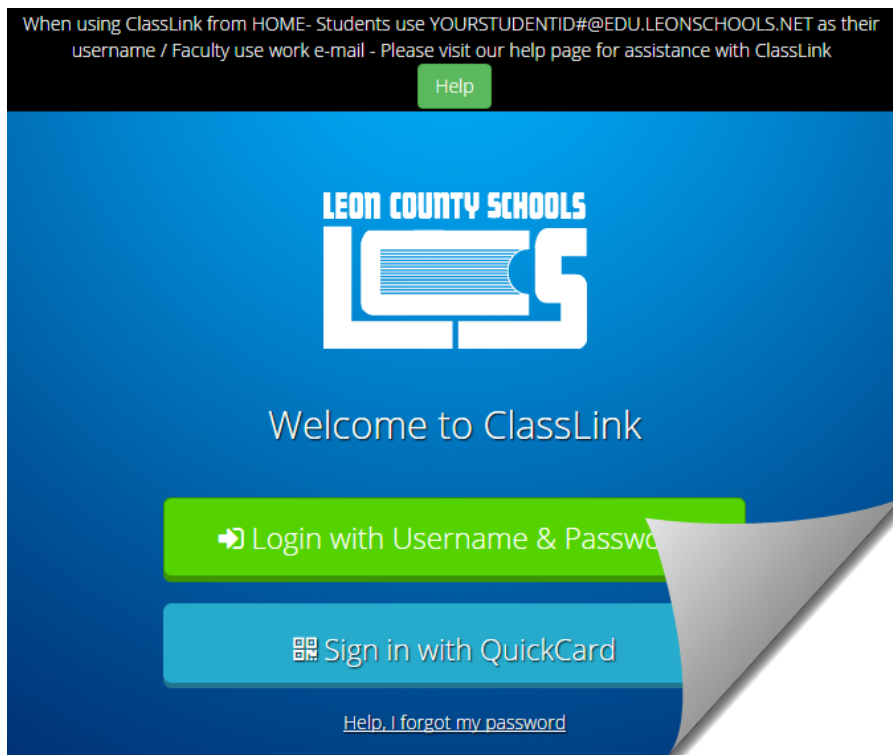


Classlink - Logging in from home



Prepared for
Leon County Schools

Date: March 26, 2019
Version 1.2



SCOTT WHITTLE - TRAINER



Classlink - Logging in from home

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DOCUMENT CONTROL

Author	Scott Whittle		
Title	Classlink - Logging in from home		
File Name	Classlink-Logginginfromhome_Outsidenetwork.Docx		
Milestone	End User Training		
Last Edited	3/26/2019 2:02 PM		
Number of Pages	3		
Version	Revision Date	Revision Comments	Author
1.0	12/14/2017	Created Document [Template]	Scott Whittle
1.1	2/6/2018	Updated to included Apple and Android Mobile device info	Scott Whittle
1.2	3/26/2019	Clarified the LCS login screen from the wrong login screen	Scott Whittle



Classlink - Logging in from home

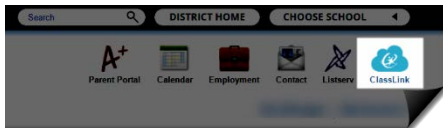
Logging into ClassLink from outside School

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 **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.

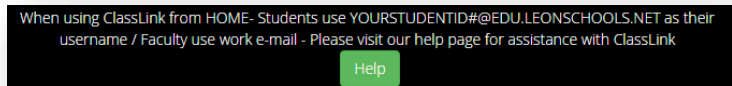
Logging In

- ▶ When logging into ClassLink from HOME the process is slightly different than when you log in from school

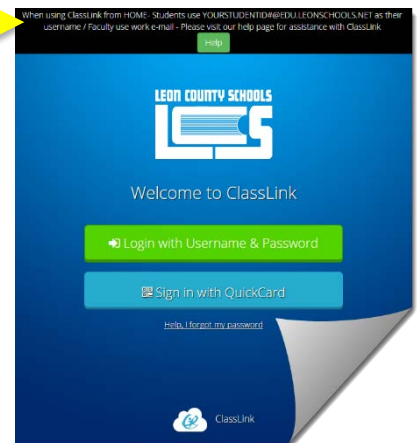


- ▶ Click on the ClassLink icon on your schools website

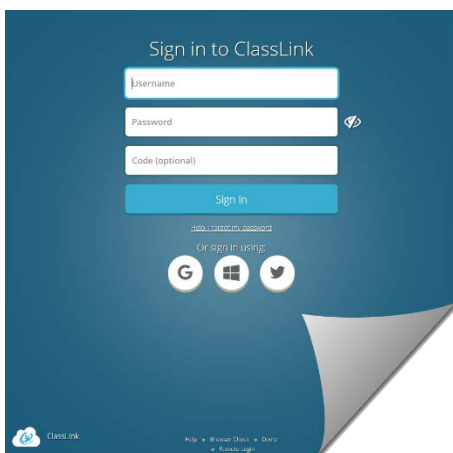
There is a reminder on the top of the page that logging in from home is different.



- ▶ 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 page 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 acct's)

- ▶ **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)



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:

- Open the Chrome Browser (or another browser)
- Navigate to ClassLink at <http://launchpad.classlink.com/leonschools>

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

- 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)*



When using ClassLink from HOME: Students use YOURSTUDENTID@EDU.LEON.SCHOOLS.NET as their username / Faculty work e-mail - Please visit our help page for assistance with ClassLink

LEON COUNTY SCHOOLS
LCS

Welcome to ClassLink

Login with Username & Password

Log in to fs.leon.k12.fl.us
Your login information will be sent securely.

123456789@edu.leonschools.net
.....

Cancel Log In

- 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.