

Accessing Student AD Usernames and Passwords

How do students know their passwords?

Students now need an Active Directory (AD) username and password in order to logon to laptops. These usernames and passwords can be accessed by teachers through PowerSchool at <https://powerschool.sandi.net/teachers>. There are two types of AD Username and Password reports that teachers can access. One will provide a handout for each student that you can pass out to students. The other is a quick reference for looking up passwords. These are described in more detail below. **It is the classroom teacher's responsibility to provide students with their AD login information.**

Important Note: Make sure that students use the AD username and password provided on this report.

Types of Reports

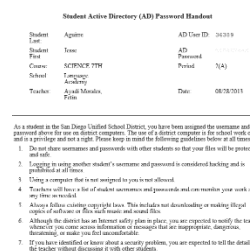
There are two types of reports that will provide the student AD username and password information.

1. **Student Password Roster** - This report will generate a roster that lists the AD username and password for the students in the class. This can be used as a quick reference for looking up student usernames and passwords when students forget. **This report should not be printed out unless it is placed in a confidential location so that usernames and passwords are not compromised.**



Student Name	Username	Password	AD Username
Student 1	Student 1	Student 1	Student 1
Student 2	Student 2	Student 2	Student 2
Student 3	Student 3	Student 3	Student 3
Student 4	Student 4	Student 4	Student 4
Student 5	Student 5	Student 5	Student 5
Student 6	Student 6	Student 6	Student 6
Student 7	Student 7	Student 7	Student 7
Student 8	Student 8	Student 8	Student 8
Student 9	Student 9	Student 9	Student 9
Student 10	Student 10	Student 10	Student 10

2. **Student Password Handout** – This report will generate a separate page for each student in the class selected. These should be handed out to students on the first day they login. Students should keep this information in a confidential place and protect their login information. It includes not only student usernames and passwords but also important guidelines for computer use.



Student Name	Username	AD Username	AD Password
Student 1	Student 1	Student 1	Student 1
Student 2	Student 2	Student 2	Student 2
Student 3	Student 3	Student 3	Student 3
Student 4	Student 4	Student 4	Student 4
Student 5	Student 5	Student 5	Student 5
Student 6	Student 6	Student 6	Student 6
Student 7	Student 7	Student 7	Student 7
Student 8	Student 8	Student 8	Student 8
Student 9	Student 9	Student 9	Student 9
Student 10	Student 10	Student 10	Student 10

As a student in the San Diego Unified School District, you have been assigned the username and password above for use on district computers. The use of district computers is for school work only and is a privilege and not a right. Please keep in mind the following guidelines below at all times:

1. Do not share usernames and passwords with other students or the year this will be password and safe.
2. Logging in using another student's username and password is considered hacking and is prohibited at all times.
3. Using a computer that is not assigned to you is not allowed.
4. Teachers will have a list of student usernames and passwords and can monitor your work at any time on school.
5. Always follow copyright laws. This includes not downloading or making illegal copies of software or files that are not yours.
6. Although the district has an Internet safety plan in place, you are expected to notify the teacher immediately if you receive information or become that an inappropriate, dangerous, threatening, or make you feel uncomfortable.
7. If you have identified to have about a security problem, you are expected to tell the details to the teacher without discussing it with other students.

For Teacher Reports, see page 2.

For Administrator/Counselor Reports, see page 3.

Teacher Reports:

How teachers can run the student AD reports in PowerSchool:

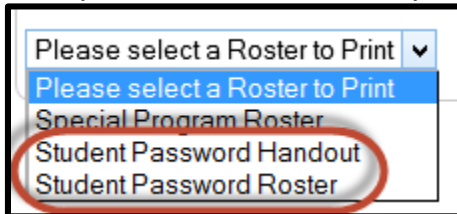
1. Login to PowerSchool at <https://powerschool.sandi.net/teachers> with district ID and password.
2. Once logged in, user will be on the Start Page.
3. Locate the class for which you would like to print out the Active Directory user names and passwords and click on the printer icon on the right hand side of the class listing.



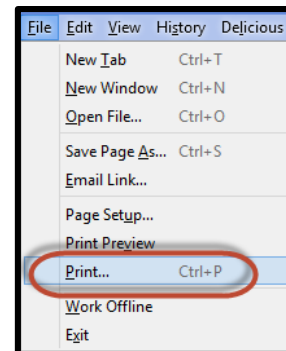
4. Select Print Rosters.



5. Select either the Student Password Handout or Student Password Roster depending on which report you wish to print. Please see page one for the Type of Report needed. Note: Report will open in another tab in the browser.



6. Print the Report as needed. To do so, click the web browser File Menu, and choose Print. For additional print instructions, please see the "Instructions" at the top of the report page.



Administrator/Counselor Reports

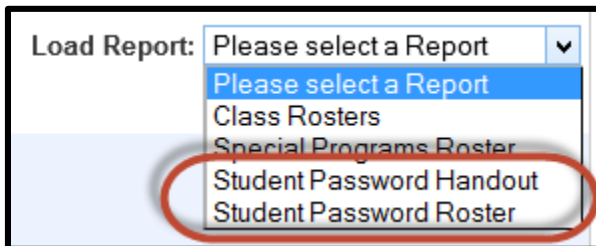
1. Login to PowerSchool at Login to PowerSchool at <https://powerschool.sandi.net/admin> with district ID and password.
2. Select System Reports from the Reports section on the left hand side.



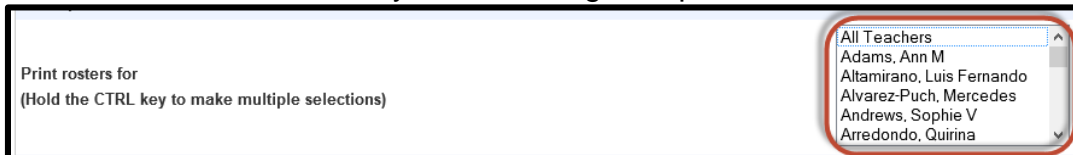
3. On the System Tab, locate the section at the bottom of the list for **Student Listings** and click on **Class Rosters (PDF)**.

Student Listings	Description
At Risk	A listing of courses, sections and
Class Rosters (PDF)	Class information and roll sheets.

4. In the top right corner of the screen for **Load Report** choose either Student Password Handout or Student Password Roster depending on which report you wish to run.



5. Select the Teacher(s) for which you wish to run the report. If selecting multiple teachers, hold the CTRL key while making multiple selections.



6. Select the class periods that you would like to print. If you would like to print all, leave the class periods unchecked.

	1AM	2CT
1SE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1SM	<input type="checkbox"/>	<input type="checkbox"/>
2SM	<input type="checkbox"/>	<input type="checkbox"/>
3SM	<input type="checkbox"/>	<input type="checkbox"/>
4SM	<input type="checkbox"/>	<input type="checkbox"/>

Meeting(s) (leave unchecked for all)

7. Click the Submit button.
8. Print the Report as needed. To do so, click the web browser File Menu, and choose Print. For additional print instructions, please see the “Instructions” at the top of the report page.

