Student Accounts Checklist

Check off each item as you complete it.

By the end of the First Day of School…

_____**Set FCPS/Google Apps Password.** Done from a teacher computer only on the first day of school.

_____**Log in to Google Apps.** Do for homework: From any computer, use Chrome to go to drive.google.com. Log in with username studentID**@fcpsschools.net** (e.g. 1234567@fcpsschools.net) and the password you set above. If it's your first time logging in, agree to the terms.

_____**Enter your personal e-mail and/or mobile phone number in the Account Manager application.** Do for homework: From any computer, use Chrome go to https://itweb.fcps.edu/AccountManager/ and log in with your FCPS credentials. Click on "Click to display your recovery information" then click on Add Email or Add Mobile. Enter a personal e-mail address and/or your mobile phone number, respectively.

By the end of the First Week of School…

_____**Set LOCAL TJ Domain Password.** Done on a TJ student computer in a lab or wireless cart. Use the same password as for FCPS/Google. This is now also your @tjhsst.edu webmail password.

_____**Log in to Blackboard using your FCPS username and password set on the first day.**

_____Use the Personal Info link to add your @tjhsst.edu e-mail address. Will be done in a homeroom.

_____**Optional: Forward @tjhsst.edu e-mail to preferred e-mail.** Will be done in a homeroom.

- Username = 7-digit student ID number (e.g. 1234567)
- Password must be set yearly from a teacher computer
- Becomes your Google Apps, Blackboard, and SIS Student password
    - Google Apps username has @fcpsschools.net added on (e.g. 1234567@fcpsschools.net)
- Use FCPS username, password to join FCPSOnboard WiFi on personal devices

FCPS

- Username = ClassYear+First Initial+7 Characters of Last name (e.g. 2018ependlet for student Edward Pendelton)
- Use to log in to any TJ lab, wireless cart, and Student Intranet
- Password becomes Webmail password

TJ