

# Username and Password Registration

The follow steps will registrater your username and provide the ability to use the Self-Service Password Reset. You need your login credentials.

1. In any browser, navigate to gmail.com and enter your new email address.

Google

Sign in  
to continue to Gmail

Email or phone


[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)


2. You will be redirected to the Microsoft/Jefferson Parish Schools login page to begin the initial registration process. Once again, enter your email address, followed by your given password.



## Sign in

[Can't access your account?](#)

[Sign-in options](#)



← first.last@jpschools.org

## Enter password

[Forgot my password](#)

3. At this time, you will be prompted to change your given password with a new password using the following password requirements.
  - a. Must be at least 7 characters in length
  - b. Contain characters from three of the following four categories:
    - i. English uppercase characters (A through Z)

- ii. English lowercase characters (a through z)
- iii. Base 10 digits (0 through 9)
- iv. Non-alphabetic characters (for example, !, \$, #, %)



first.last@jpschools.org

## Update your password

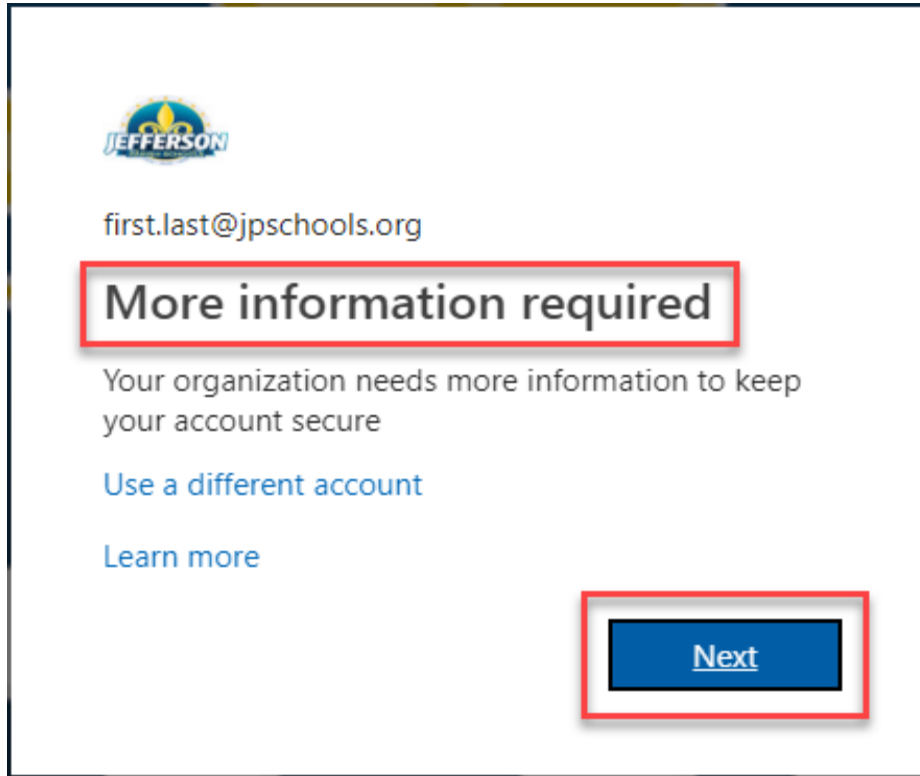
You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm password	<input type="password"/>

[Sign in](#)

4. The next page says more information is required. All accounts will be secured with two-factor authentication. You must enter *either* a mobile phone number or an alternative email address.

Click *Next*.



The screenshot shows a login page for Jefferson schools. At the top left is the Jefferson logo. Below it is the email address 'first.last@jpschools.org'. A red-bordered box highlights the text 'More information required'. Below this, the text reads 'Your organization needs more information to keep your account secure'. There are two blue links: 'Use a different account' and 'Learn more'. At the bottom right, a blue button with the text 'Next' is highlighted with a red border.

5. Choose a method of authentication (phone or email) for the Self-Service Password Reset to function.

If you choose the email option, skip to **step 11** otherwise, continue to set up the phone option.

Click on the blue **“Set it up now”** beside the Authentication Phone option.

first.last@jpschools.org | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- Authentication Phone is not configured. [Set it up now](#)
- Authentication Email is not configured. [Set it up now](#)

finish cancel

©2019 Microsoft Legal | Privacy Your session will expire in 14:51

- a. Select your country or region (United States (+1))
- b. Type your phone number with no spaces or dashes
- c. Click on “text me” or “call me” button

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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

5041234567

text me call me

back

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- If you choose “call me”, you will automatically be advanced to the next step upon answering the automated call and pressing # when prompted.
- If you choose “text me”, you will receive a 6-digit code via text. Enter the code in the box provided then click “verify”

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

2252814381

text me call me

We've sent a text message containing a verification code to your phone.

566076 verify try again

back

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- Next, click “Finish”

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

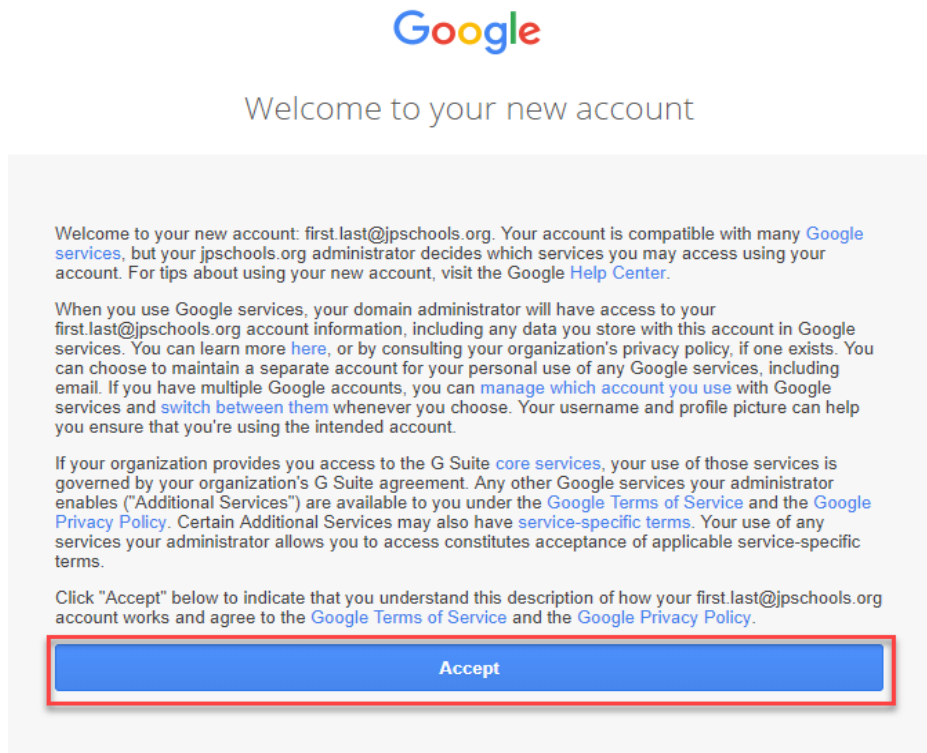
✓ Authentication Phone is set to +1 2252814381. Change

! Authentication Email is not configured. Set it up now

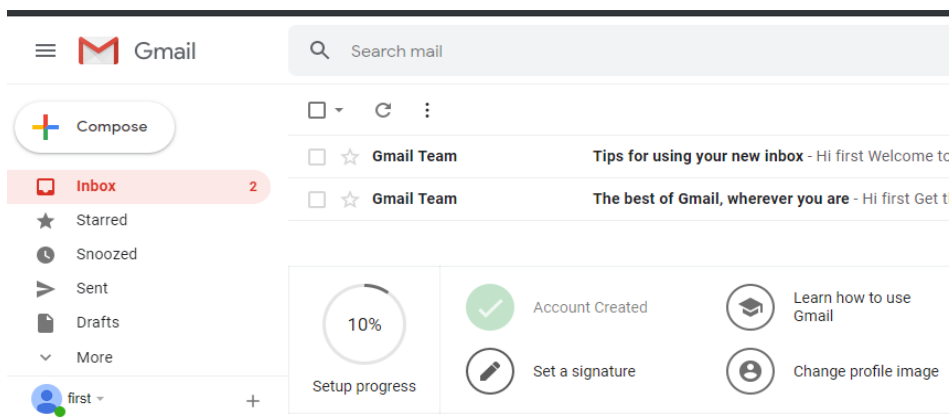
finish cancel

©2019 Microsoft Legal | Privacy Your session will expire in 14:15

9. Finally, read the Google/Gmail EULA and click “Accept”



10. You are now logged in and registered.



## 11. Setting up the option to receive an email during Self-Service Password Reset.

Click on the blue “Set it up now” beside the Authentication Email option



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don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

! Authentication Phone is not configured. [Set it up now](#)

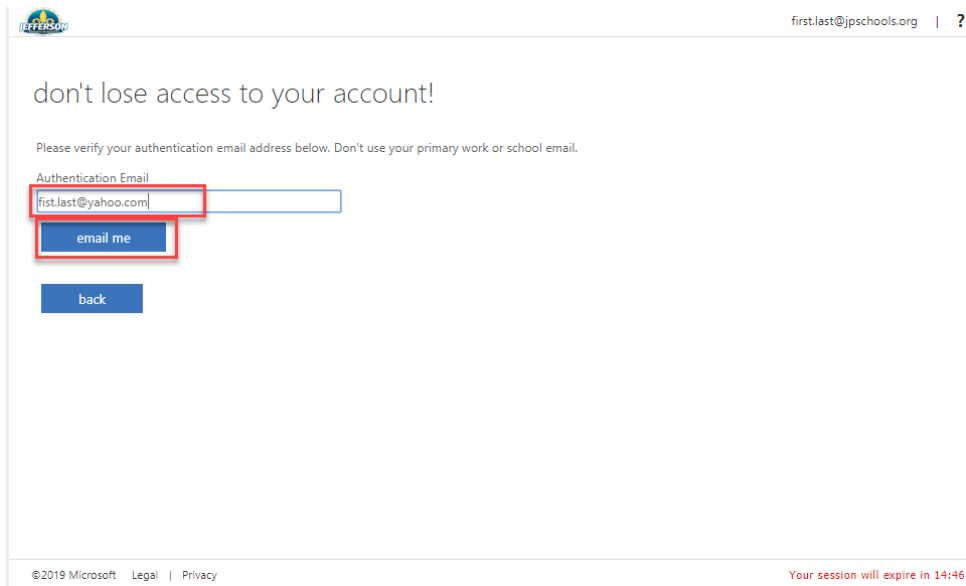
! Authentication Email is not configured. [Set it up now](#)

[back](#)

[cancel](#)

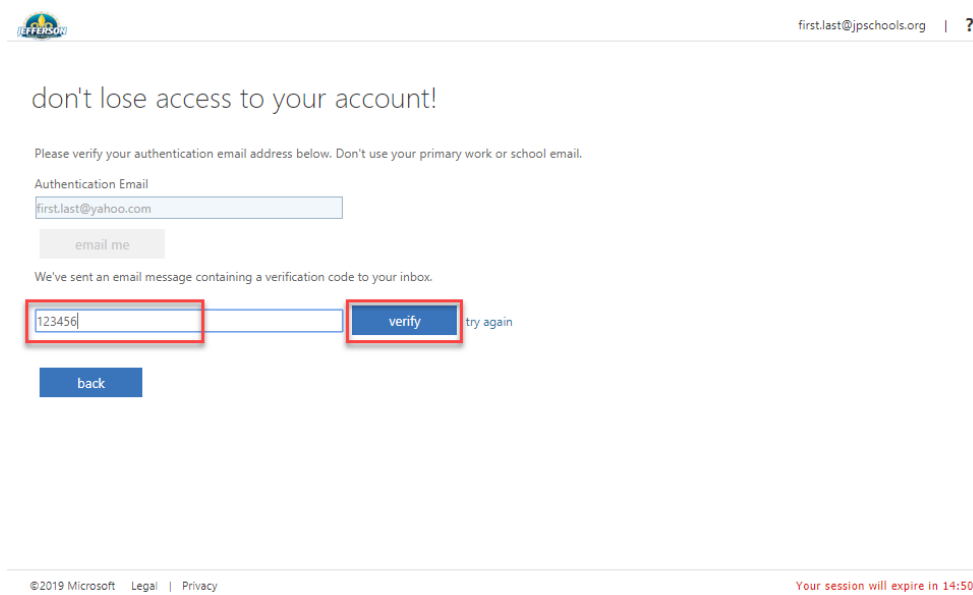


12. Type an email address not associated to your new Gmail address then click “email me” button



The screenshot shows a Microsoft account verification page. At the top left is the Microsoft logo, and at the top right is the user's email address 'first.last@jpschools.org' and a question mark icon. The main heading is 'don't lose access to your account!'. Below this is a sub-heading 'Please verify your authentication email address below. Don't use your primary work or school email.' The 'Authentication Email' field contains 'first.last@yahoo.com', which is highlighted with a red box. Below the field is a blue 'email me' button, also highlighted with a red box. A blue 'back' button is positioned below the 'email me' button. At the bottom left, there is a footer with '©2019 Microsoft Legal | Privacy'. At the bottom right, there is a red warning: 'Your session will expire in 14:46'.

13. Check the email address you enter for a 6-digit code, enter the code in the box provided and click “verify”



The screenshot shows the same Microsoft account verification page as above. The 'Authentication Email' field still contains 'first.last@yahoo.com'. The 'email me' button is now disabled and greyed out. Below the 'email me' button, there is a message: 'We've sent an email message containing a verification code to your inbox.' Below this message is a text input field containing the code '123456', which is highlighted with a red box. To the right of the input field is a blue 'verify' button, also highlighted with a red box. A 'try again' link is located to the right of the 'verify' button. A blue 'back' button is positioned below the input field. At the bottom left, there is a footer with '©2019 Microsoft Legal | Privacy'. At the bottom right, there is a red warning: 'Your session will expire in 14:50'.

#### 14. Click "Finish"

first.last@jpschools.org | ?

### don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

ⓘ Authentication Phone is not configured. Set it up now

✔ Authentication Email is set to: first.last@jpschools.org [Change](#)

[finish](#) [cancel](#)

©2019 Microsoft Legal | Privacy Your session will expire in 14:47

#### 15. Finally, read the Google/Gmail EULA and click "Accept"

## Google

### Welcome to your new account

Welcome to your new account: first.last@jpschools.org. Your account is compatible with many [Google services](#), but your jpschools.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your first.last@jpschools.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

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Click "Accept" below to indicate that you understand this description of how your first.last@jpschools.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)

16. You are now logged in and registered.

