

Student Email Information

General Information

All students in grades 3 – 12 may have an email account. During registration, parents are presented with the opportunity to opt out of their student having an email account. If the parent did not opt out, the student's email account is automatically created and activated.

The email address will be *"first name.(first initial of last name)(last three numbers of student number)@slcstudents.org"*. Example:

Student Name: John Smith

Student ID: 123456

Email Address: john.s456@slcstudents.org

There are occasions where there may be duplicate accounts using this format. When there is a duplicate, we append an '01,02,03,etc..' to the account.

Viewing Student Email Information in PowerSchool

1. Select a student in PowerSchool, then click on the 'Student Email' in the left menu.



2. Below is a screenshot of what you will see.



The screenshot shows a form titled "Email Address" with a text input field containing "@slcstudents.org" and a "Submit" button.

Instructions:

Go to <https://login.microsoftonline.com>

Username: Your Email Address

Password: Same Password you use to login to a school computer

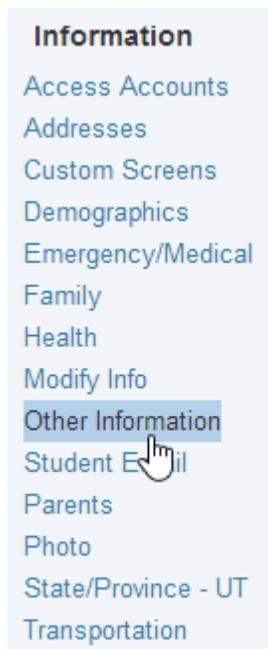
If you have trouble logging in, please contact a staff member at your school.

Microsoft Office 365

As a part of this email address students will also have access to Office 365 ProPlus. This will allow students to download and install Microsoft Office 2013 on up to 5 devices free of charge. After logging in to your email, you will be presented with information on each of the Microsoft Office versions including links to download the software.

3. You can click on the printer icon  in the upper right corner of the page, to print this and give it to a student.

4. If the email address is blank on this page, it is because a parent opted out during registration. To view if a parent opted-out, click on the 'Other Information' link in the student menu.



5. Below is a portion of the screen that you will see.

Can Attend Field Trips?	Yes ▾	Status	Opt out of Student Email?	No ▾
-------------------------	-------	--------	---------------------------	------

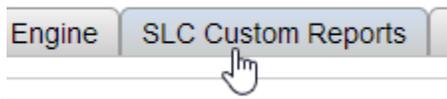
6. If the parent opted-out by mistake and would like their student to have an email address, simply change the drop down from 'No' to 'Yes', then save your changes. The email address will be activated overnight.

Printing a Student Email Report

1. From the start page in PowerSchool, click on the 'System Reports' link in the left side menu.



2. Then click on the 'SLC Custom Reports' tab.



3. Below the 'Jasper Reports' header, click on 'Student Email'.

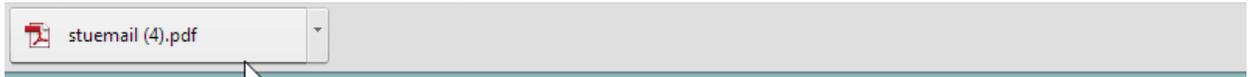


4. Select a grade level, and choose 'PDF' as the report format. Then click 'Submit'.

Jasper Job Name	Status
stuemail	
Choose Grade Level	All Grades ▾
Choose Report Format	PDF ▾
	<input type="button" value="Submit"/>

5. A PDF report will then download from your browser.

Google Chrome will show the following at the bottom of the browser:



Internet Explorer will show the following at the bottom of the browser:



6. This report produces a single page with instructions that can be given to each student. It is sorted by the students "Homeroom" (***usually 2nd period, but some schools have opted for a different class period.***)

How a student access their email

1. The student will first go to <https://login.microsoftonline.com>. (There will also be a shortcut in the Student Applications folder)
2. Their username will be their email address
3. The student's password will be the same password they use to login to the computers at school.



Sign in with your organizational account

Keep me signed in

Sign in

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

Troubleshooting a student's login

1. A student cannot login to their email and they cannot login to a computer at school
 - A. Reset the student's password using the student password tool in the staff applications folder. Have the student login to a computer and change their password. Once the student has set their password, their new password will be synchronized with their email account in approximately 3 hours.

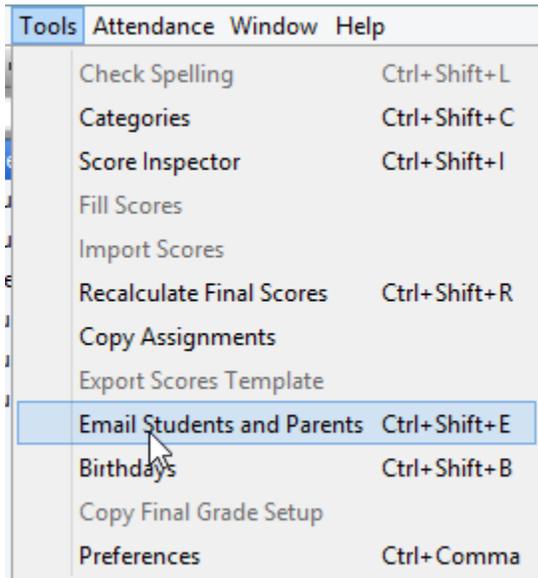
2. A student cannot login to their email, but they can login to a computer at school
 - A. Look in PowerSchool to determine if the student's parent opted out of the student having an email address. If the parent opted out, then you will need to get permission from the parent to activate the email account. Once you have received permission, change the setting in PowerSchool to "Yes" and the email account will be activated overnight.

 - B. If the student's parent has not opted out and everything looks in order in PowerSchool and the student still cannot login, enter a ticket for your technician to help troubleshoot the account.

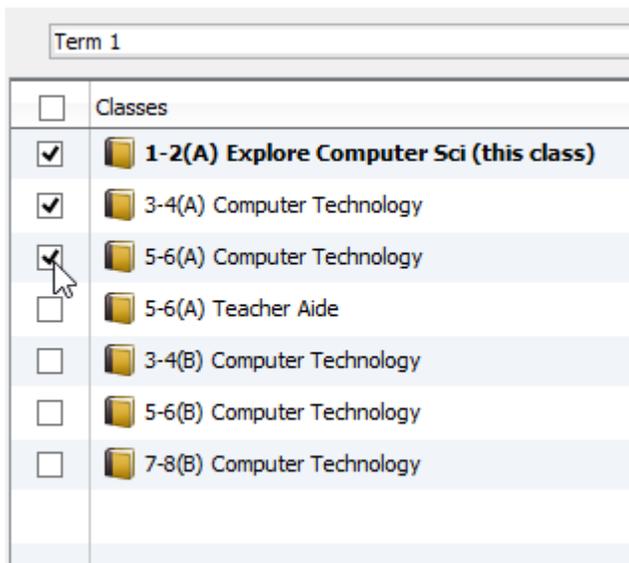
Emailing students from PowerTeacher Gradebook

Teachers will now be able to email students from PowerTeacher Gradebook.

1. Inside PowerTeacher Gradebook, click on the 'Tools' menu at the top, then select 'Email Students and Parents'.



2. Select the classes you would like to email.



3. Select the student's that you would like to email.

<input type="checkbox"/>	Students
<input checked="" type="checkbox"/>	 [Redacted Name] (1)
<input type="checkbox"/>	 [Redacted Name] (No Email)
<input checked="" type="checkbox"/>	 [Redacted Name] (1)
<input checked="" type="checkbox"/>	 [Redacted Name] (1)
<input checked="" type="checkbox"/>	 [Redacted Name] (1)

4. Type your message and click 'Send Now' (**make sure you check the 'Send me a copy' box**)

Subject: **Send me a copy**

Message: [+ link](#)

5. You will receive a message that the message has been sent to the server for processing. Processing can take around 5 - 10 minutes depending on the message and the number of students you are emailing. If you do not receive your copy after 5 – 10 minutes, please call the help desk (801-578-8224) and let them know.

Sending mass emails to student's from the office

- A. This functionality is not currently available in PowerSchool. We are working on an alternate solution. If you need to send something out, please call the helpdesk and we can help you send the message.