

# Sign-In Instructions

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# Signing In At School

1.) Turn on your computer by pressing the power button. Once your computer boots you should see this screen:

[StartScreen.png](#) image not found or type unknown

2.) Press any key or click your mouse to bring up the sign in screen:

[SignInScreen.jpg](#) image not found or type unknown

3.) Type in your username and password and press enter.

Your username will be the *first initial* of your *first name* followed by your *entire last name*.

## Example:

**Student Name:** John Smith

**Username:** jsmith

*Should a student not remember their password, contact their teacher to submit a help ticket at:*

*<https://www.stgrsd.org/staff/ithelpdesk> and we'll get in touch!*

*For faculty or staff members that don't remember their password, please click on the help desk link above or contact [techsupport@stgrsd.org](mailto:techsupport@stgrsd.org).*

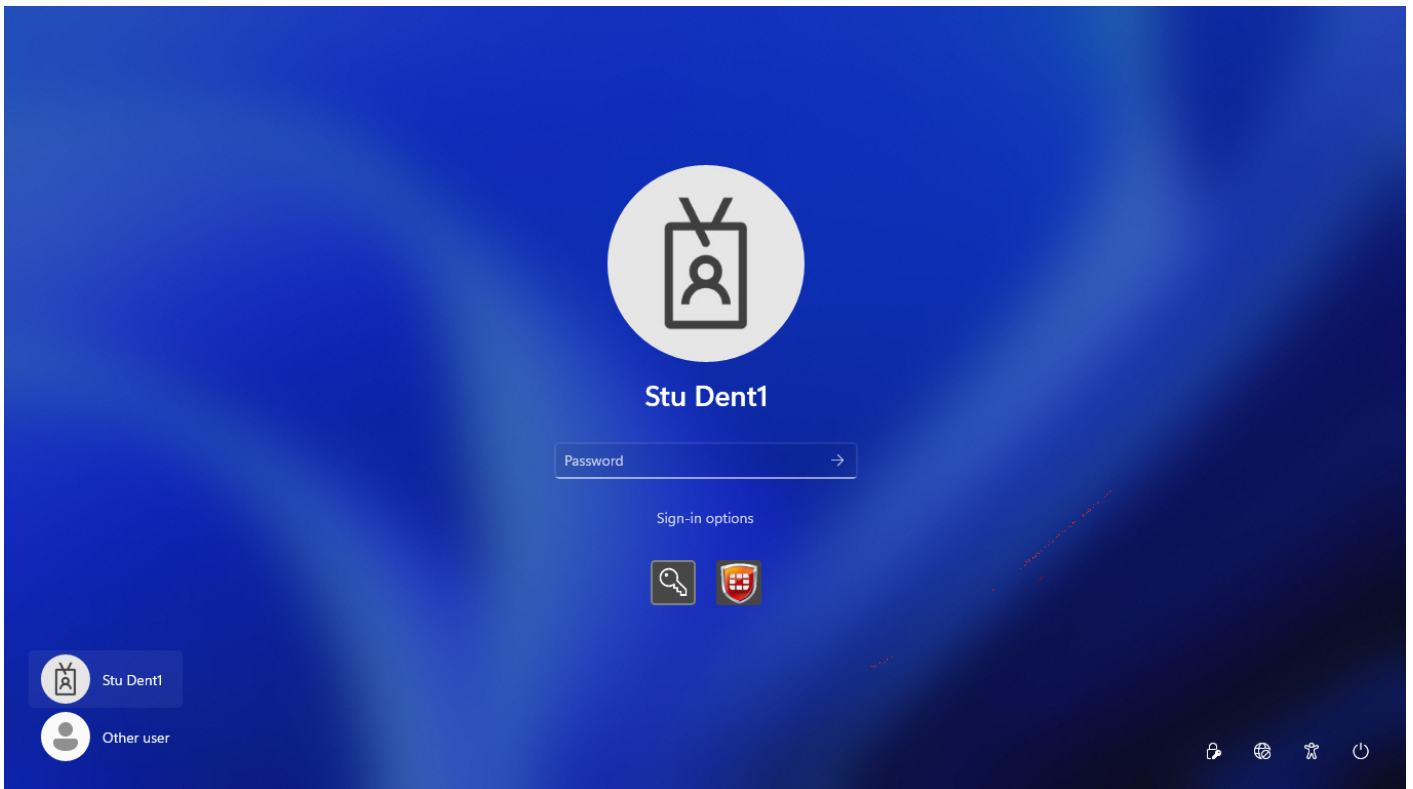
4.) Once you're signed in your desktop should look something like this, you're all set!

[BlankDesktop.png](#) image not found or type unknown

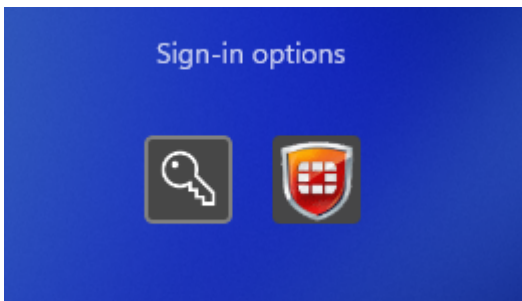
# Signing In At Home (VPN Instructions)

1.) Turn on your computer by pressing the power button.

2.) Once your machine is powered on and you are on your lock screen click the Wi-Fi icon on the bottom right and select your home Wi-Fi and enter your home Wi-Fi password.



3.) Click on “sign-in options” then click on the **red shield icon** and type in your username and password.



3.) Type in your username and password and press enter.

Your username will be the *first initial* of your *first name* followed by your *entire last name*.

**Example:**

**Student Name:** Stu Dent

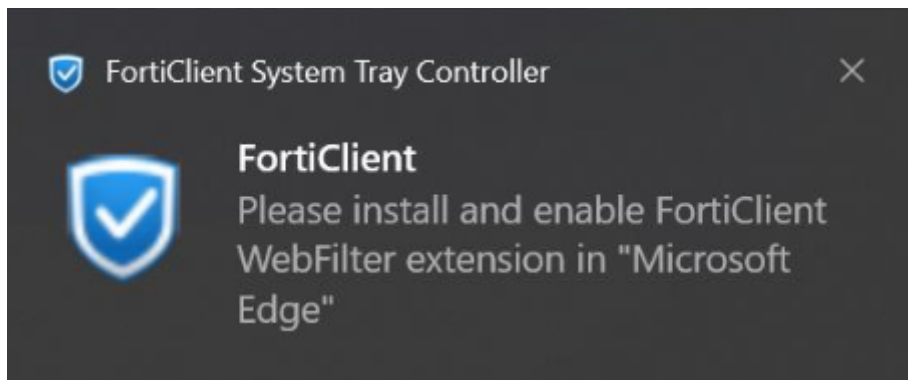
**Username:** sdent1

## Adding the FortiClient web extension

\*\*\*\*\*It is important that you add the correct Forticlient extension- if you don't see the notifications at the bottom right of the computer, [please go to the next page](#) or use [this URL](#) to access the correct Forticlient extension.\*\*\*\*\*

4.) You will see one of these pop-ups in the bottom right-hand side of your screen. After a moment, click on it:

[WebFilterPopUpCropping.png](#)



6.) The pop-up will bring you to this page, click on "*Add To Chrome*"

[ForticlientWebpage.png](#)

7.) When the next pop-up appears click on "*Add Extension*"

[WebFilterPopAddExtension.png](#)

8.) Once the extension has been added to Chrome you're free to surf the web!

\*\*\*\*\*It is important that you add the correct Forticlient extension- if you don't see the notifications at the bottom right of the computer, [please go to the next page](#) or use [this URL](#) to access the correct Forticlient extension. \*\*\*\*\*

# Microsoft 365 for Students

To sign in to your email (Outlook)/Teams:

Go to: <http://www.office.com> and click “Sign In”

Enter your email. Your email address is the username you use to get on the computer **PLUS @k12.stgrsd.org**.

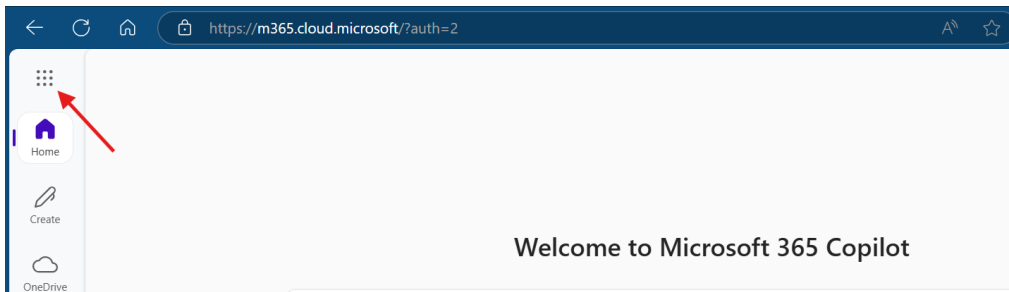
ex. Your name is John Doe. To log on to the school computer you use jdoe plus your password.

Your email is jdoe@k12.stgrsd.org

Your email password is the same password you use to get on the school computers.

Click on “Outlook.” This is your new SRS email!

Click on the nine dots in the upper left corner to access all your Microsoft Apps, including Teams.

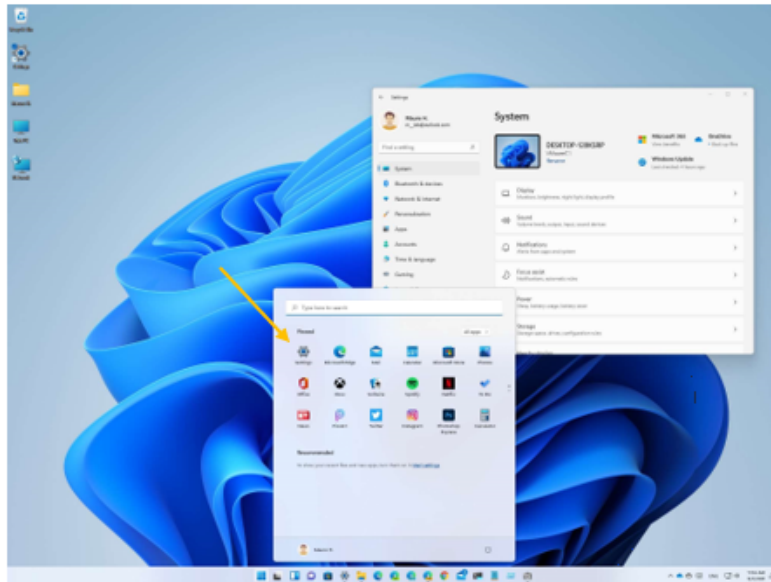


# Add the Correct Forticlient Extension

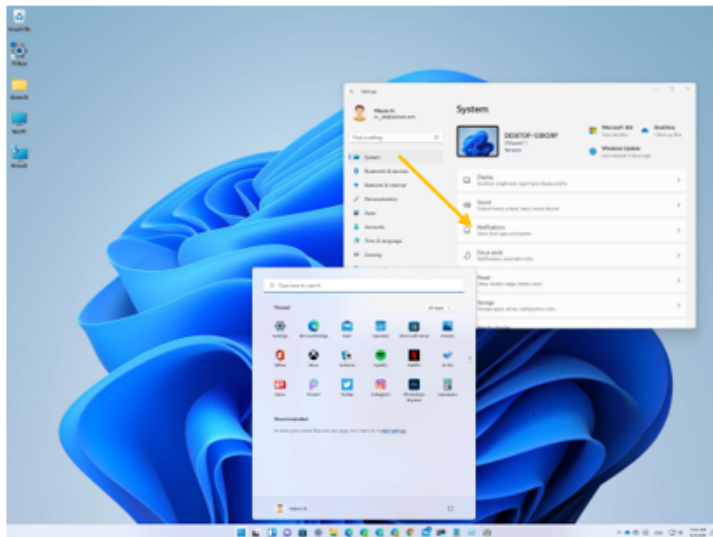
## FIXING VPN ISSUE AT HOME:

**First step make sure you are logged in on home Wi-Fi before you even begin this process.**

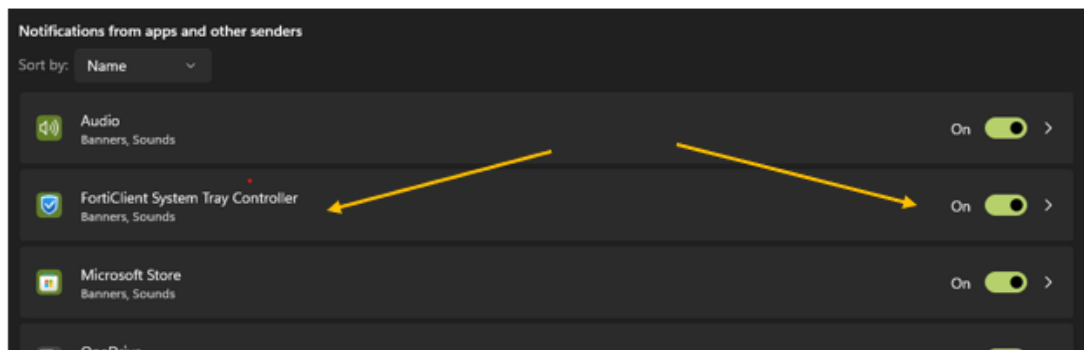
1. Please open your settings:



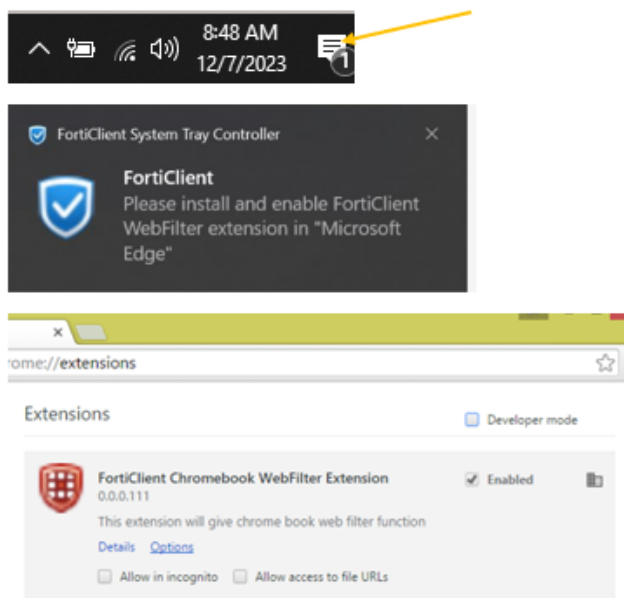
2. Then go to **notifications** by clicking **System** and then **notifications** tab will be on the right-hand side.



3. Once you, Click **Notifications**, please turn on **FortiClient** and your notifications.



Then once these steps are completed restart your laptop and then log back into it. Once you are completely logged in open a Browser source such as Edge or Chrome and you will be notified in the bottom right corner of your screen from **FortiClient** to add the extension.



**This will address the ability to use your student laptops at home.**