

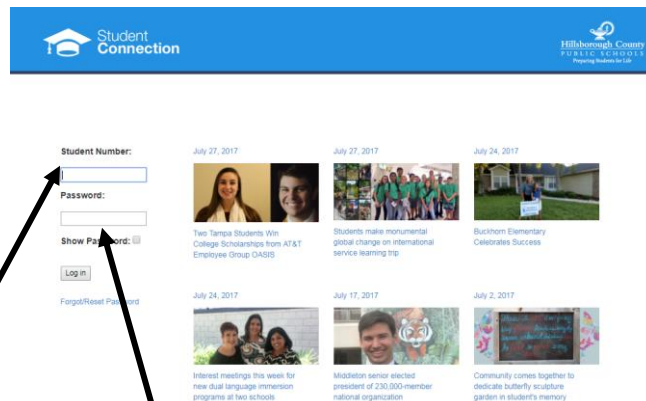
Student - New CANVAS/Computer User ID

The district assigns every student a User ID which they use to access school and district computer resources. This User ID is his or her Student ID Number, and is also used as the student's lunch number and library card number. This ID Number is used to log into district computers, and provides access to a wide range of applications including CANVAS, Edsby, myON Reader, O365 and other educational tools that teachers can make available for student use.

Go to:

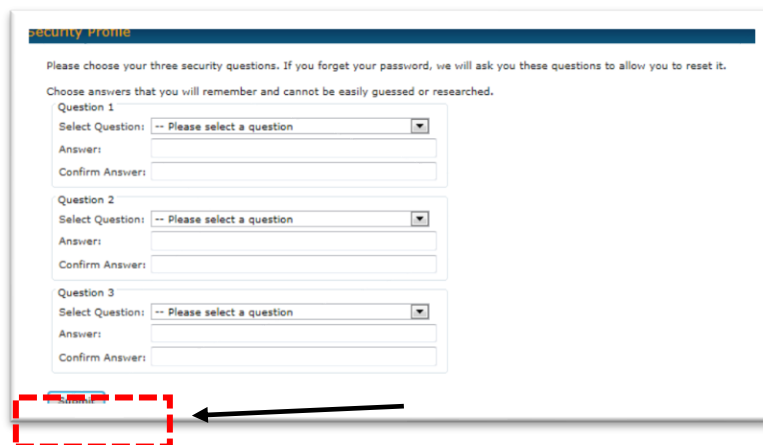
<https://students.sdhc.k12.fl.us/wps/portal/students>

It will open this screen:

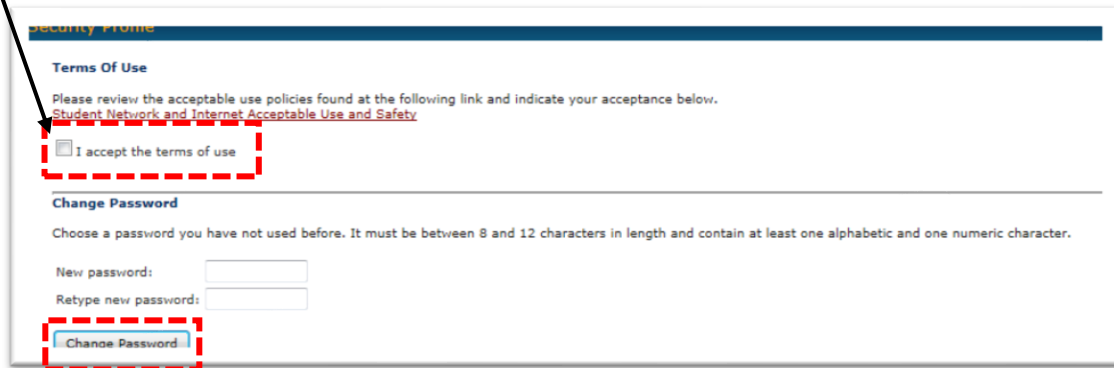


Enter **student ID (lunch) number** with **birthdate** as the default password (mmddyyyy)
For example, if your birthday is January 3, 2006, type in *01032006*.

1. Click “**Log in**”
2. Select three security questions and answers to those questions and then click **Submit**.



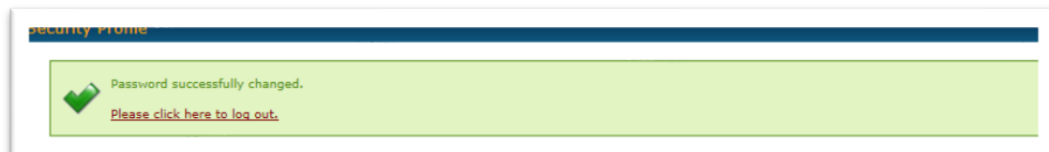
3. Place a “check” in the box next to “I accept the terms of use”.



The screenshot shows a web page titled "security Profile". Under the heading "Terms Of Use", there is a paragraph of text and a link: "Please review the acceptable use policies found at the following link and indicate your acceptance below. [Student Network and Internet Acceptable Use and Safety](#)". Below this is a checkbox labeled "I accept the terms of use", which is highlighted with a red dashed box. An arrow points from the instruction above to this checkbox. Below the Terms Of Use section is the "Change Password" section, which includes instructions: "Choose a password you have not used before. It must be between 8 and 12 characters in length and contain at least one alphabetic and one numeric character." There are two input fields: "New password:" and "Retype new password:". Below these fields is a "Change Password" button, also highlighted with a red dashed box.

Note: The password **MUST** include letters and numbers, and **MUST** have between 8-12 characters. Make certain it is something **you can easily remember**. You may want to use your student number, plus your initials. Write down your log in on the slip of paper.

4. Enter the desired password and then click “Change Password”.
5. Upon successful completion of the Security Profile process, a message indicating that the password has been successfully changed is displayed.



The screenshot shows a green message box with a green checkmark icon. The text inside the box reads: "Password successfully changed. [Please click here to log out.](#)"

6. You can now log into the computer, CANVAS and many other programs.