

Login Info for Student Accounts: Google, Office 365, and Computer Logins

Composed 3.15.2018 by Katy Challis | Updated 10.31.2019 by Katy Challis

Usernames

1. For **Google** and **Office 365**, the student username is **first.last@tooeleschools.org**. Please note that the username ends with **@tooeleschools.org**, *not* @gmail.com.
2. **Chromebook logins** are the same Google and Office 365 (outlined above).
3. **Computer (Windows) logins** are the same as Google and Office 365, but **without the "@tooeleschools.org."**
4. Usernames use the **students' legal name**, *not* preferred name.
5. If a student cannot log in with first.last, consult the **"Special Circumstances"** table below.

Special Circumstances

Student Name	Username will contain...	Examples
First name is two or more names or hyphenated	Both first names with spaces and/or hyphens removed	Mary Ann Gibbons = maryann.gibbons@tooeleschools.org John-Paul Robinson = johnpaul.robinson@tooeleschools.org
First name is initials	Both initials with spaces and/or punctuation removed	C.J. Thomas = cj.thomas@tooeleschools.org CJ Thomas = cj.thomas@tooeleschools.org
Apostrophes or symbols in first or last name	Name with apostrophes or symbols removed	Jessica O'Keefe = jessica.okeefe@tooeleschools.org Doug Pane'e = doug.panee@tooeleschools.org
Two last names or hyphenated last names	Only the first of the last names	Samantha Gomez Rodriguez = samantha.gomez@tooeleschools.org Todd Smith-Norman = todd.smith@tooeleschools.org
Two or more words that make one last name (e.g. Van Blaven, St. Clair, de la Cruz, Standing Horse)	Full last name with spaces removed.	Rip Van Winkle = rip.vanwinkle@tooeleschools.org) Maria de la Cruz = maria.delacruz@tooeleschools.org John Standing Horse = john.standinghorse@tooeleschools.org

Student Name	Username will contain...	Examples
Last name ends with "Jr.," "II," or "III"	"Jr.," "II," or "III" will be removed	Marco John Edwards Jr. = marco.edwards@tooeleschools.org
Students with the same name (first and last) as another student in the district	First letter of middle name, separated by periods	John Leo Smith and John Roger Smith = john.l.smith@tooeleschools.org and john.r.smith@tooeleschools.org
Students with first.last longer than 20 characters (not including "@tooeleschools.org")	Letters removed from end of first name until only 20 characters	elizabeth.stutzenegger (22 characters) → elizabe.stutzenegger (20 characters)

Passwords

Elem	<ul style="list-style-type: none"> • Password will change once a year (before the first week of school) to update the students' grade level. • Formula: Grade level + first name initial (capitalized) + last name initial (lowercase) + lunch number • Example: 4Kc12345 • Initials in password are based on the student's legal name. If those initials don't work, try the preferred name initials. • If at some point a password reset for a student is necessary, the password will be reset back to the current formula.
Sec	<ul style="list-style-type: none"> • Password will not change, since students' graduation year does not change. • Formula: Graduation year + first name initial (capitalized) + last name initial (lowercase) + lunch number • Example: 2019Kc12345 • Initials in password are based on the student's legal name. If those initials don't work, try the preferred name initials. • If at some point a password reset for a student is necessary, the password will be reset back to the current formula.

Grade (2019-20)	Grad Year
12	2020
11	2021
10	2022
9	2023
8	2024
7	2025
6	2026
5	2027
4	2028
3	2029
2	2030
1	2031
K (0)	2032

Need Help?

- If you have trouble getting a student signed in to their account, please contact the [IT Help Desk](#).