

E-MAIL AND OUR SINGLE SIGN ON SYSTEM

Salem Public Schools '19 - 20 School Year

E-MAIL AND PRODUCTIVITY TOOLS

All Teachers, Staff and Administrators at Salem Public Schools have **two** accounts which are used for different purposes. **IT'S ESSENTIAL** that everyone knows how to access both of them. Please read through this document carefully!

TWO E-MAIL ACCOUNTS:



Office 365 Outlook: <https://outlook.office.com>

e-mail address format:

<first initial><lastname>@saalemk12.org i.e. jdoe

Initial password: Password1

- Official e-mail account for official business and communication



Gmail: <http://google.com>

e-mail address format:

firstname+lastname@learn.salemk12.org

Initial password: Firstname12345


- Allow needed access to SPS Chromebooks
- Allows user to access the Single Sign onto **ClassLink**
- Access to academic and classroom software
- **Tip:** Use the chrome browser with google!

CLASSLINK OUR SINGLE SIGN ON:



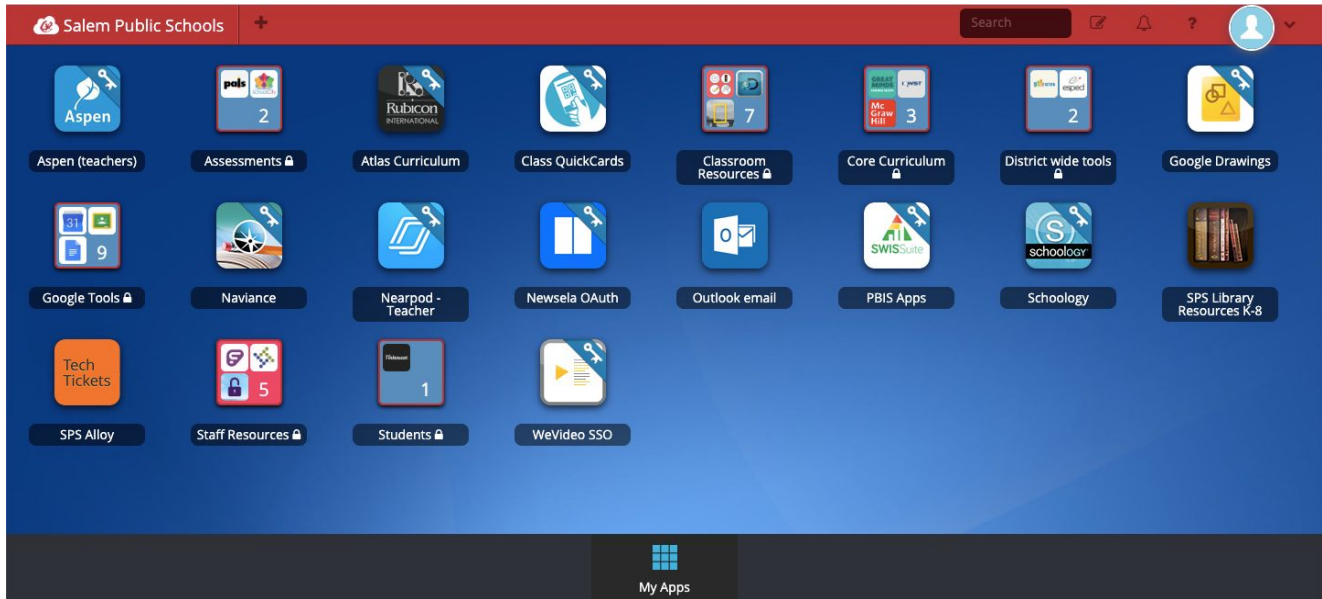
Classlink (<http://launchpad.classlink.com/salemk12>) is a digital launch pad where you will find all the apps you need to access at Salem in one convenient place and accessible from any device. A ClassLink Quick start guide is available here: <http://bit.ly/2TVzAkF>

LOGGING ONTO THE CLASSLINK LAUNCH PAD

Step 1:	Point your browser to: http://launchpad.classlink.com/salemk12	
Step 2:	Bookmark this site or even better set it as your home and start up page in google chrome. Go here to learn how to do that: http://bit.ly/2TXsITZ	
Step 3:	Choose to login to ClassLink with your @Learn.Salemk12l.org credentials. WARNING: Do not use your Personal Gmail address!	

CHANGING PASSWORDS IN THE CLASSLINK LAUNCH PAD

In your ClassLink Launch Pad you will see many app icons as seen below. You can open many applications in the ClassLink launchpad without any additional credentials but some will require them.



Notice that the apps that have a key on the top right corner indicating that they are password protected. Most teaching and learning applications will use your @learn.salemk12.org credentials.



UPDATING A PASSWORD TO A CLASSLINK APP



Right click an app and choose 'Update Password' to update or change your stored username and passwords for your applications. Do this when you have entered your username or password incorrectly or if something has changed/updated.

