

# HPS Student Account Information

This document is a guide on how students can access resources such as HPS Email, Google Classroom, and Microsoft Office apps.

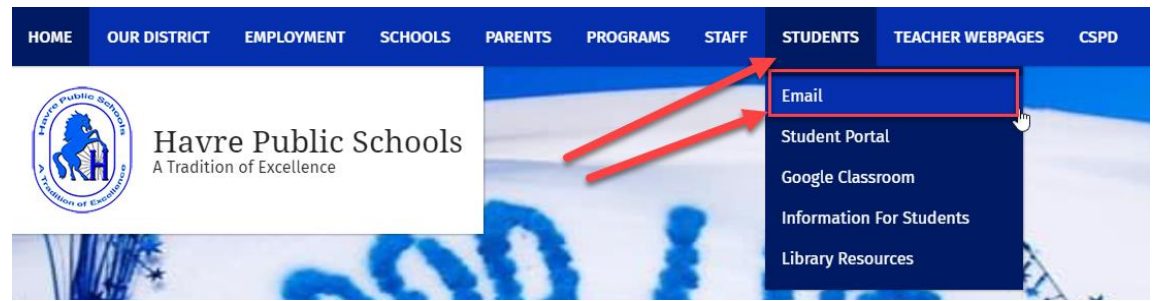
Please read through all sections of the document. Although the formats for the various accounts are similar, there are minor differences and similarities for each one.

If you are having issues logging into any of these resources please send an email to [Support@blueponyk12.com](mailto:Support@blueponyk12.com). Be sure to include what resource you are attempting to access, the name of the account that is having issues, and any error messages pertaining to your issue.

## I. HPS Email

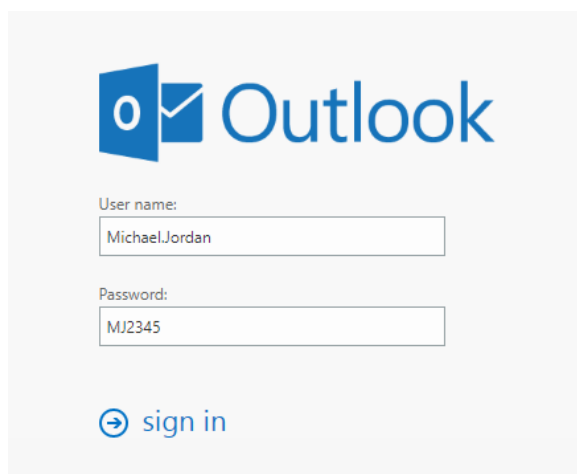
All students grades 4 – 12 have an assigned HPS email account. These accounts are setup using a basic format. Email can be accessed directly via this URL:

<https://email.blueponyk12.com> or by going to the school website <https://blueponyk12.com> and going to Students>Email.



Username are simply First name.Last name. Ex: A student named Michael Jordan would have the username Michael.Jordan. Usernames do not contain any special characters such as apostrophes or dashes. Special characters are simply removed. In the case of students with hyphenated names we use the first portion of the last name. Ex: A student named Michael Jordan-Bryant would still be Michael.Jordan. Be sure the student is only entering the username, and not their full email address in the username field.

Passwords are pre-set on the accounts and students cannot change these passwords. The passwords are the student's capitalized initials + their Lunch number. Ex: If Michael Jordan's lunch number is 2345 his password would be MJ2345. Again, in the case of hyphenated names, we take the initial from the first portion of the last name. Michael Jordan-Bryant would still have the password MJ2345.



## II. Google Accounts

As with email, all students grades 4 – 12 have a Google Education account assigned to them for accessing Google Classroom and the Google Suite Apps. Students can log into their google accounts at any Google resource such as drive.google.com, classroom.google.com, docs.google.com , accounts.google.com, etc.

Usernames for Google accounts are simply the students full email address. Student email addresses are the same format shown in the HPS Email username section. First name.Last [name@blueponyk12.com](mailto:name@blueponyk12.com). Ex: Student Michael Jordan’s email would be [Michael.Jordan@blueponyk12.com](mailto:Michael.Jordan@blueponyk12.com).

Passwords for Google are not assigned as they are with HPS email accounts. Students start the year with a generic password. Once they log in for the first time with the generic password they are prompted to change the password to one of their choosing. It is up to the student to remember this password. If a student forgets their password you can request a password reset by emailing [Support@blueponyk12.com](mailto:Support@blueponyk12.com).

The image displays two sequential steps of the Google sign-in process. The left screenshot shows the 'Sign in' page with the Google logo at the top. Below the logo, it says 'Sign in' and 'Use your Google Account'. There is a text input field labeled 'Email or phone' containing the email address 'Michael.Jordan@blueponyk12.com'. Below the field are links for 'Forgot email?' and 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom left is a link for 'Create account' and at the bottom right is a blue 'Next' button.

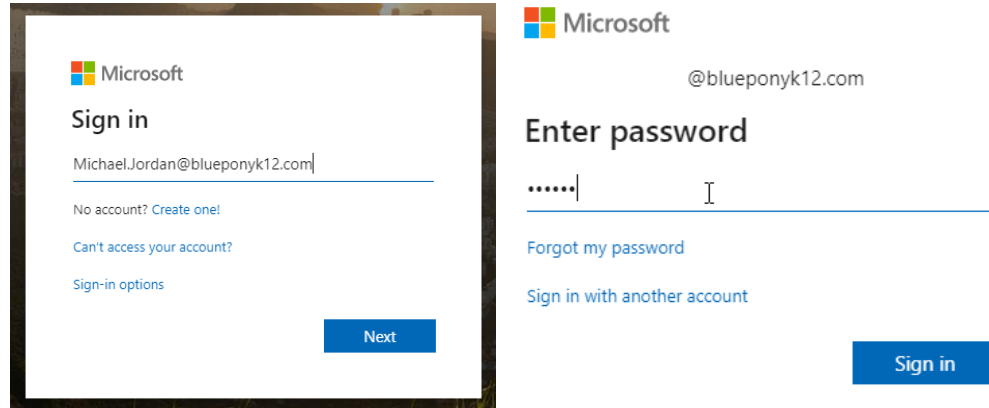
The right screenshot shows the 'Welcome' page with the Google logo at the top. Below the logo, it says 'Welcome'. There is a dropdown menu showing the email address '@blueponyk12.com'. Below that is a text input field labeled 'Enter your password' containing the password 'MyOwnPassword'. To the right of the password field is an eye icon for toggling visibility. Below the password field are links for 'Forgot password?' and a blue 'Next' button.

### III. Microsoft Office 365

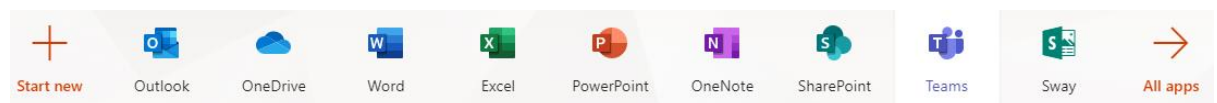
Somewhat new to our district is the availability of Microsoft Office apps via Microsoft Office 365. With O365 each student can now login to their district assigned account and access all the Microsoft Office apps in a web browser (Word, Excel, Power Point, etc.) To access these apps simply go to office.com and sign in.

Usernames for O365 are simply the student's full email address. Ex: Student Michael Jordan is once again [Michael.Jordan@blueponyk12.com](mailto:Michael.Jordan@blueponyk12.com).

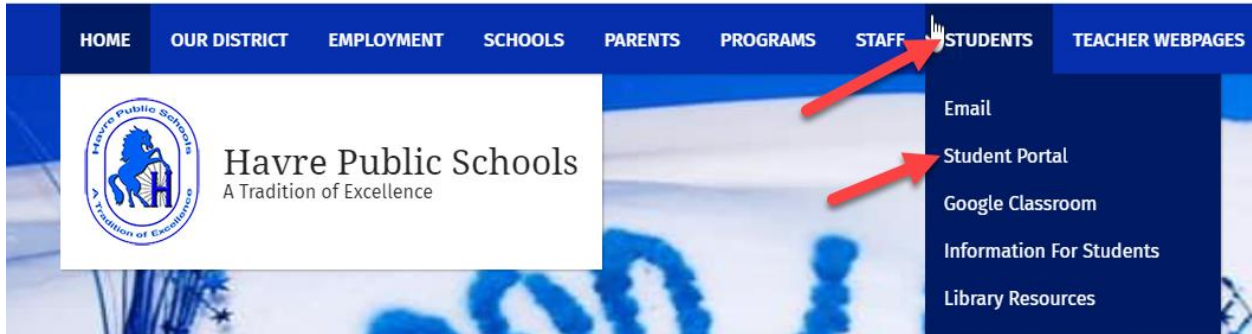
Passwords for their O365 accounts are the same as their email login. Capitalized initials + Lunch Number. Ex: Student Michael Jordan, lunch number 2345. The password would be MJ2345.



Below are some of the apps available to students on Office.com:

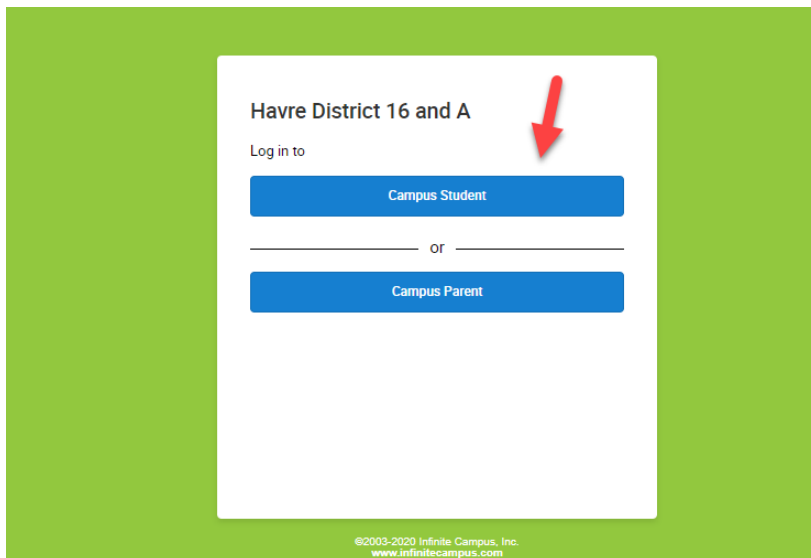


#### IV. Campus Student

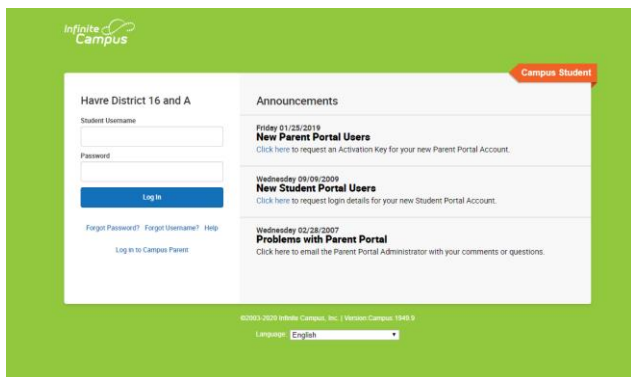


All students grade 4-12 have a Student Portal Account. These accounts are setup using a basic format. Student Portal Accounts can be accessed by going to the school website <https://www.bluepony12.com> and going to Students > Student Portal

Click on Campus Student:



This will be the next screen:



Put in your user name and password:

User Name is your lunch number

Password is your low case first initial of your first name, low case first initial of your last name the your whole birthdate.

Example:

User Name: 123456

Password: kv03202003

If you have trouble logging in put in a support ticket to: [Spiceworks.support@blueponyk12.com](mailto:Spiceworks.support@blueponyk12.com)