



Overview

When you first login to your district device, you will be required to change your password and Sync OneDrive to your laptop/computer. The directions below will help walk you through this process.

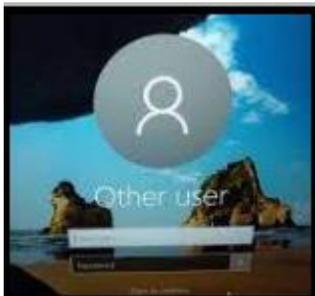
Change your Password

Make sure you are at a district building or school location the first time you login to your district laptop/computer. Connect your laptop/computer to an ethernet/internet cable for best results.

1. Turn on your laptop/computer.
2. Select **CTRL + ALT + DEL** to get to the sign-in screen.



3. Enter your **username** and **temporary password**.



Username: firstname.lastname
 Temporary Password: FWISD.#####
 ##### = Employee ID Number

Example: Jane Roberts – ID number 458965
Username: jane.roberts
Temporary Password: FWISD.458965

Note: If your employee ID is less than six digits, add a zero at the beginning.

Example: John Smith – ID number 56963
Username: john.smith
Temporary Password: FWISD.056963

4. Follow the **on-screen prompts** to reset your password. **Passwords must be a minimum of 12 characters in length and include at least three of the following: capital letter, lowercase letter, number, or special character (avoid using: & ' " + _ ! # % ; \$).**

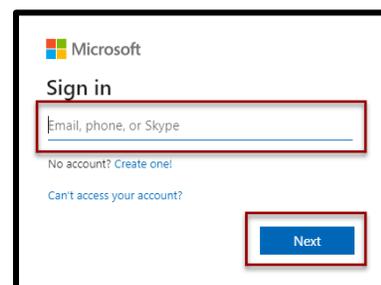
Note: After six invalid attempts, your account will be locked for fifteen minutes. If you become locked out, you may try resetting your password again after the locked period.

Sync OneDrive to your Computer

1. Open a **browser window**.
2. Navigate to www.office.com and click **Sign in**.



3. Sign in with your **updated credentials** (district username with @fwisd.org and your new password).



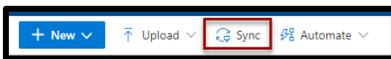


First Time Login and Syncing OneDrive

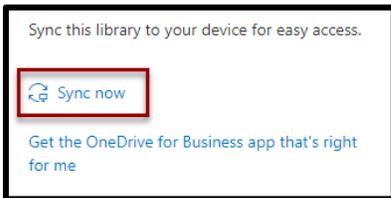
4. Select **OneDrive** to gain access to your online files from the left menu bar.



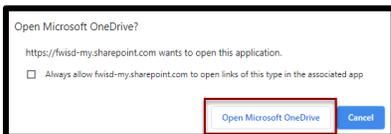
5. If prompted, click on **OneDrive** in the next window.
6. Select the **Sync** option from the top menu.



7. Select **Sync Now** in the dialogue box that appears.



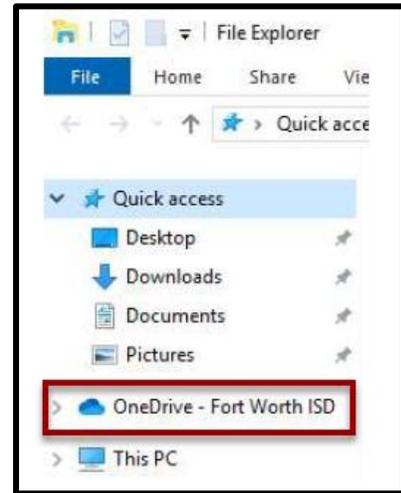
8. Select **Open Microsoft OneDrive** in the dialogue box.



9. Select **Sign in** in the box that opens.



10. OneDrive will sync your files to your laptop/computer. The sync process may take several minutes depending on how many files need to be synced.



Get Help

If you require further assistance please contact the Customer Service Helpdesk by submitting a Footprints support request at the following link <https://helpme.fwisd.org> using your Active Directory login. For phone support, contact us at (817) 814-HELP (4357).