Every Child. Every Day. For a Better Tomorrow.

MEMORANDUM

TO: Elementary Principals

THRU: Valerie Truesdale, Chief Officer Technology, Personalization and Engagement

FROM: Kay Hall, Executive Director, k.hall@cms.k12.nc.us, 980-343-2892
Jay Parker, Director, jr.parker@cms.k12.nc.us, 980-343-2628

DATE: January 25, 2016

SUBJECT: **Change in K-3 Student Passwords - effective February 10, 2016**

ACTION: **Review with K-3 Teachers**

Several of the digital tools that K-3 students use cannot be accessed outside of CMS because a unique password is required. By implementing unique passwords for K-3 students, they will have access to digital tools anytime, anywhere – extending learning beyond the school day. This change will apply to the following instructional applications: Compass Learning, Mastery Connect, Dreambox, Raz Kids and Achieve 3000.

Students will use their student ID and 8-digit birthdate as their password to login in to these applications.

Effective Wednesday, February 10, K-3 students will login with their student ID and the new 8 digit password.
Login: 2345657544   (sample student id)
Password: YYYYmmdd   (8 digit birthdate as recorded in PowerSchool)

We are having cards printed for K-3 students to aid in teaching them how to login with the new password. You will be receiving the cards prior to February 10.

Students in Grades 4 through 12 will continue to use their *existing* password (currently 6 digits). *If you receive a new student in Grades 4-12 on or after February 10, their computer generated password will be the 8 digit format (YYYYmmdd).* At the beginning of the 2016-17 school year, all students will be changed to the 8 digit format.

Note: Students will not have the ability to change their passwords to another format at this time.

For questions or more information:
- **Contact**: Technology Help Desk (980.343.5736 – select option 3)
- Instructional Technology Weekly (ITW) video will be available through ***CMS Insider*** on Tuesday, February 2nd
- Sample Parent communication attached – schools should edit accordingly.

Thank you for your flexibility and support as we build student use of digital tools.

SAMPLE PARENT COMMUNICATION

Dear Parents of Kindergarten-Grade 3 students:

In an effort to provide access to digital tools anywhere, anytime, we are implementing unique passwords for each student. This will reduce the number of logins your child has to remember in order to access instructional applications.

School can list applications here: (Dreambox, Compass Learning, Raz Kids and Achieve 3000)

Effective Wednesday, February 10, your child will login with their student id and 8 digit password.
Example:
Login: 2345657544 (student id)
Password: YYYYmmdd (8 digit birthdate as recorded in PowerSchool)

This is a change from the way they previously logged in as your child will now only have one login for these applications instead of up to four different logins. It is our desire to make accessing the instructional applications easier so that your student can spend more time learning anywhere, anytime.

Dear Parents of Grade 4-8 students:

In an effort to provide access to digital tools anywhere, anytime, we are implementing a unique password for each student. This will reduce the number of logins your child has to remember in order to access instructional applications.

School can list applications here: (Dreambox, Compass Learning, Raz Kids and Achieve 3000)

Effective Wednesday, February 10, your child will login with their student id and 6 digit password.
Example:
Login: 2345657544 (student id)
Password: YYmmdd (6 digit birthdate as recorded in PowerSchool)
Any new student that enters after February 10 will be required to use an 8 digit birthdate YYYYmmdd.

This is a change from the way students previously logged in. Your student will now have one login for these applications instead of up to four different logins. It is our desire to make accessing the instructional applications easier so that your student can spend more time learning anywhere/anytime.