

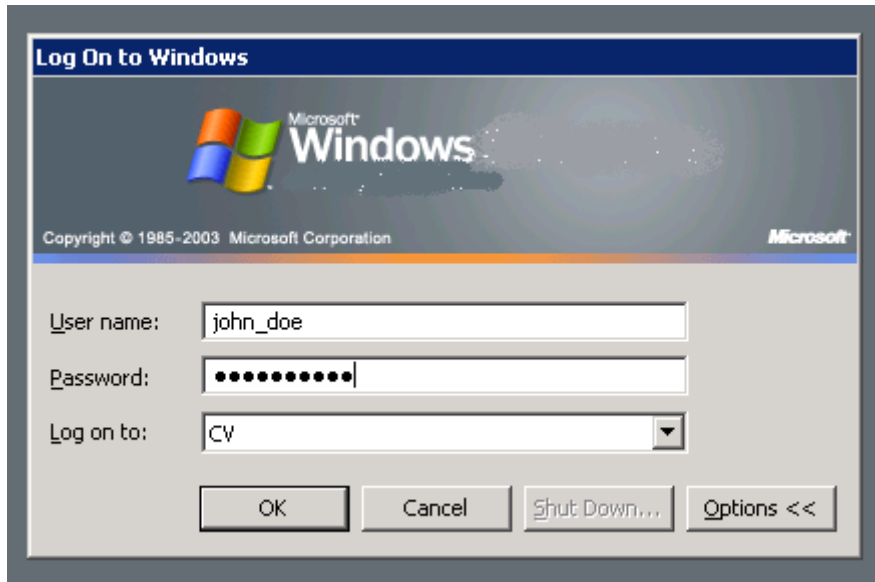
# Network Account Logon Instructions for new employees

Network accounts/User names are created once an Electronic Information Systems (EIS) consent form has been submitted. The district uses the following format for network user names:

**Firstname\_Lastname** (no spaces) i.e. John Doe's network username would be John\_Doe.

Note: Older network logins may be in the format JDoe i.e. First initial followed by last name.

1. Your user name goes in the **User name** block. Your password goes in the **Password** block (usernames are not case-sensitive, however passwords are).



2. Use the table below to determine the **Domain** to enter or select. Most of the time the **Domain** block will NOT need to be changed.

LOCATION	DOMAIN
Lake Stevens High School	LSHS
Lake Stevens Middle School	LSMS
Cavelero Mid High School	CV
North Lake Middle School	NLMS
ALL Elementary Schools	ELEMENTARY
HomeLink	ELEMENTARY
Prove Alternative High School	ELEMENTARY
Educational Service Center	ESC
ALL or Multiple Buildings (only for roving specialists)	LAKE

3. Once you have entered your user name, password, and ensure you are in the correct domain, click the **OK** button.
4. User names and passwords are to be kept confidential, and are NOT to be shared with other staff or students. You are responsible for any network activity using your user name and password.

**\*\*Please contact the Helpdesk x-2005 if you need assistance.\*\***