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| Portal Address: <http://portal.pasadenaisd.org> | | | |
| **Login Information** | | | |
| **User Name**   * First Initial of First Name * First Initial of Last Name * Student ID # with the leading 0   Example~ **L**uci **L**onghorn (**0123456**)   * ll0123456 | | **Password**   * **INITIAL** login- password provided from any teacher, administrator, librarian, or counselor. * Change password to a unique password. Password must be   + A minimum of 6 characters   + One capital letter   + One number | |
| **Forgotten Password** | | | |
| * On school computer~ Ask a teacher, administrator, librarian, or counselor to reset password * Using a mobile device~ Access the portal and reset password * At home~ Access the portal and reset password | | | |
| **Accessing Student Folder (H) Drive** | | | |
| **School**   * Click on the **Start** button (Windows XP) or the **Office** button (Windows 7) * Click on **Computer** * Locate the (H) Drive with student username * Open folder | **Home**   * Access the portal * In the top menu, click **HOME** * Click **My Files** * All files will appear (if items are saved already) | | **Mobile Device**   * Download app   iOS~WebAgent by Stoneware  Google Play~Student by StoneWare |
| **Saving to Student Folder (H) Drive** | | | |
| **School**   * File>Save As> Name the document * Location>Computer>(H) Drive w/ student user name     \*\* My Documents is NOT the (H) Drive | | **Home**   * Access the portal * In the top menu, click HOME * Click My Files * Two methods:   + Click Actions>Upload   + File Uploader> Drag & Drop files to uploader | |