|  |
| --- |
| 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 StonewareGoogle 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
 |