

Clayton Middle School Systems Reference Sheet: PowerSchool, Microsoft Office 365 Suite & Canvas

Example Student: Balthazar Bob Student Number: 012**345** Born: January 23, 1932

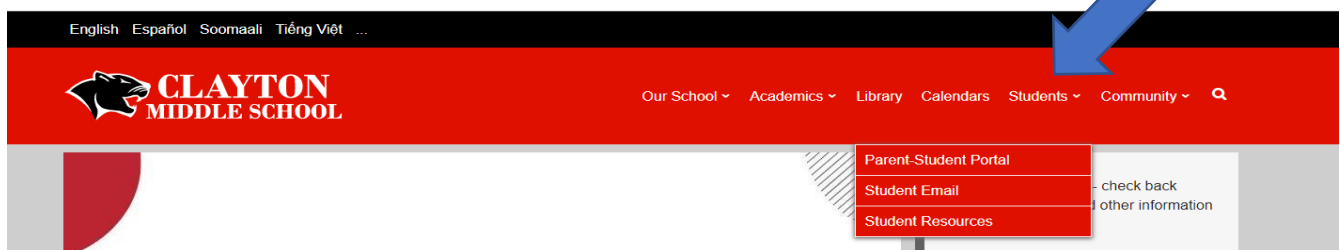
To LOGIN to the School Network:

Username: first initial + last initial + student number **bb012345**

Password: This year's default is **month + year**. Bathazar Bob's default password is **011932**.
Once into the system, students are required to RESET their password, so choose something you can remember.

Passwords change every 60 days and can only be reset on a school computer.

PowerSchool: Start at Clayton Middle School's Webpage:

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, there are two buttons: 'Sign In' and 'Create Account'. A 'Select Language' dropdown menu is set to 'English'. There are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right of the form.

Choose "Student" tab

Then Choose "Parent-Student Portal"

Username: same as above (initials + ID number)

Password: same password you use for school computers.

Microsoft Office 365/Student Email: <https://login.microsoftonline.com>

A screenshot of the Microsoft Office 365 sign-in page for Salt Lake City School District. The page features the school district logo and the text 'Sign in'. Below this is an email input field containing 'someone@example.com'. A link for 'Can't access your account?' is located below the email field. At the bottom are 'Back' and 'Next' buttons.

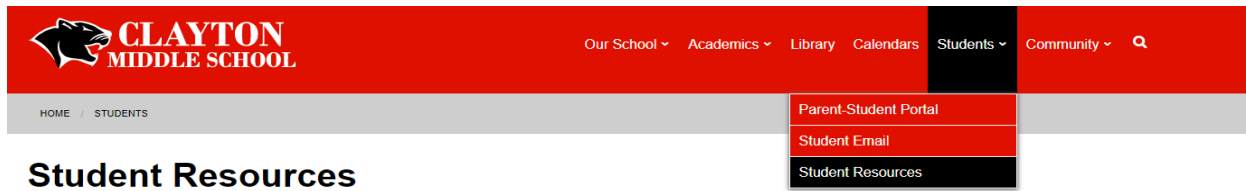
At the same Student tab on the school website, students can choose "Student Email".

Sign in: enter your school generated email address

Example: balthazar.b345@slcstudents.org

Password is the same password you use to login to school computers.

Canvas: slcschools.instructure.com **You must use this URL. Searching for “Canvas” will NOT work.



The screenshot shows the top navigation bar of Clayton Middle School's website. The bar is red with white text. On the left is the school logo. In the center are links for 'Our School', 'Academics', 'Library', 'Calendars', 'Students', and 'Community'. A search icon is on the far right. Below the 'Students' link, a dropdown menu is open, showing three options: 'Parent-Student Portal', 'Student Email', and 'Student Resources'.

Student Resources



A blue arrow points from the 'Student Resources' menu item in the navigation bar to a box titled 'Resources'. The box contains the following links:

- Acceptable Use Policy AUP
- School eMail and Microsoft Account
- Student Power School
- Canvas Login
- Utah Online Library



Choose “Canvas Login”

Sign in: enter your school generated email address

Example: balthazar.b345@slcstudents.org

Password is the same password you use to login to school computers.

Sign in with your organizational account

Sign in