

MPS Student Tech Checklist Part 1

Follow these steps to set up your student technology accounts!

NEW MILLVILLE STUDENTS: Ask your teacher to contact IT to create your account.

FIRST: Computer Account

Log in to a desktop or laptop at school

USERNAME Your Lunch Number (Student ID)

PASSWORD Year2017

You must change your password immediately!

- ✓ At least 8 characters long
- ✓ At least 3 of these:
 - Uppercase letter (A,B,C)
 - Lowercase letter (a,b,c)
 - Number (1,2,3)
 - Symbol (@, #, !)
- ✗ No first name, last name, or lunch number
- ✗ Not a previous password

NEXT: Infinite Campus

UNINSTALL and **REINSTALL** the app on your phone/tablet

DISTRICT ID BGMMR

USERNAME You Lunch Number (Student ID)

PASSWORD Same as computer password

Want to make sure you remember?

**Ask your teacher for a [Student Tech Cheat Sheet](#)
or pick one up in the Library Media Center!**

MPS Student Tech Checklist Part 2

Follow these steps to access your Microsoft and Google accounts!

IF YOU JUST SET UP YOUR COMPUTER ACCOUNT:

There may be a delay of up to 24 hours before you can access Microsoft or Google.

Microsoft Office 365

In web browser go to: ✓ login.microsoftonline.com
(✗ Do not use live.com)

USERNAME (Your Lunch Number)@millvillenj.net
PASSWORD Same as computer password

You may also install the apps on your [mobile device](#)!

Google Apps for Education (GAFE)

In web browser go to: ✓ <http://www.google.com/>

USERNAME (Your Lunch Number)@mps.millvillenj.gov
PASSWORD Same as computer password

You may also install the apps on your [mobile device](#)!