

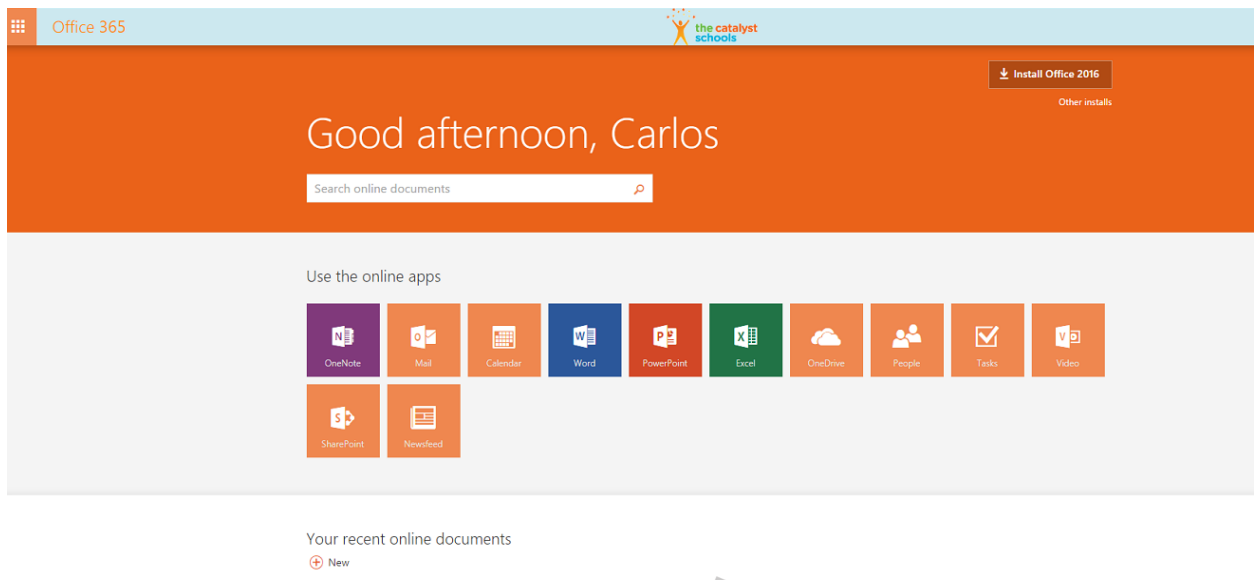


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## HOW TO: Scholar Computer Logins and Email:

Here you'll learn how to access your email, google drive and logging on to a device.

- 1- Go to the Scholar Portal at <http://scholars.catalystschools.org>
- 2- Go to [Reset Password](#)
- 3- Enter your email address [firstname.lastname@catalystschools.org](mailto:firstname.lastname@catalystschools.org) and 'changeme' as your password without the quotation marks and then put your (**Powerschool id as your new password – Suggested**)
- 4- If this is your first time logging on to your email, select [Email-Office Portal](#)
- 5- Enter your email address [firstname.lastname@catalystschools.org](mailto:firstname.lastname@catalystschools.org) and now your new password. You should now be directed to your dedicated portal (see below).



- 6- Try your new dashboard and test out your new email and other online applications.
- 7- Now let's log on to **Google** (go back to your scholar portal and click the [Drive](#) link)
- 8- Enter your entire email address (FirstNameLastName@catalystschools.org) and press continue, this will redirect you to Microsoft page. If you're already logged on to your Microsoft portal, google will automatically log you in.
- 9- You're all set.

### Now let's log into a device using your Catalyst Credentials

- 1- On your lab Computers /Chromebooks switch user and type your email address.
- 2- And now enter your password you just created.
- 3- You should now see the welcome screen. You're all set.

If you are having trouble logging on using your credentials, please let your teacher know.

Imran Shamim