

# Accessing Student AD Usernames and Passwords

## How do students know their passwords?

Students now need an Active Directory (AD) username and password in order to logon to laptops. These usernames and passwords can be accessed by teachers through ZangleConnection <<https://dwa.sis.sandi.net/zangleconnect/>>. There are two types of AD Username and Password reports that teachers can access. One will provide a handout for each student that you can pass out to students. The other is a quick reference for looking up passwords. These are described in more detail below. **It is the classroom teacher's responsibility to provide students with their AD login information.**

**Important Note:** Make sure that students use the AD username and password that is written in these reports. Although the student usernames are based on the student ID number that is listed in Zangle on attendance rosters and in other locations, for some students the username will not be an exact match. For example, a student whose ID number on an attendance roster is 023112345 would have an AD username of 23112345 with the leading zero left off.

## Types of Reports

There are two types of reports that will provide the student AD username and password information.

1. **Confidential Student AD Passwords by Class** - This report will generate a PDF that lists the AD username and password for all students in each class. This can be used as a quick reference for looking up student usernames and passwords when students forget. **This report should not be printed out unless it is placed in a confidential location so that usernames and passwords are not compromised.**

| Student Active Directory (AD) Passwords by Class  |                 |            |              |
|---|-----------------|------------|--------------|
| This information should be kept CONFIDENTIAL at all times. Please do not post in the classroom or leave unattended as this information provides access to each student's account in Active Directory. |                 |            |              |
| Teacher: Est. Iba   | Track: 1        | 0338A 0910 |              |
| Course: ENGLISH 1 (P) (1542)  | Date: 12/6/2020 | Period: 1  |              |
| Student Last  | Student First   | AD User ID | AD Password  |
| Avellano  | Cristian        | 505257     | password257  |
| Baeremeyer  | Maria           | 502390     | password390  |
| Barragan  | Caynel          | 502706     | password706  |
| Berglund  | Duke            | 505412     | password412  |
| Champion  | Usher           | 503008     | password008  |
| Choi  | Alexine         | 503045     | password045  |
| DeGallo   | Hia             | 505126     | password126  |
| Fah   | Isabel          | 507332     | password732  |
| Garcia  | Adrian          | 507125     | password125  |
| Gonzalez  | Walker          | 505251     | password251  |
| Gullan  | Karla           | 505453     | password453  |
| Hernandez-Pardo   | Oscar           | 503912     | password912  |
| Jacobs  | Hannah          | 503030     | password030  |
| Lopez   | Anthony         | 507747     | password747  |
| Ly  | Jesus           | 505841     | password841  |
| Morales   | Pablo           | 507687     | password687  |
| Morales   | Jacqueline      | 507131     | password131  |
| Munoz-Ramirez   | Daniela         | 507934     | password934  |
| Nava-Peralta  | Thang           | 507236     | password236  |
| Nguyen  | Cristal         | 503917     | password917  |
| Nguyen  | Karen           | 505807     | password807  |
| Olgin   | Daniel          | 507106     | password7106 |
| Ortega  | Brett           | 503670     | password670  |
| Reyes-Gonzalez  | Lorene          | 505462     | password462  |
| Rojas   | Marisol         | 502718     | password2718 |
| Soto  | Kylee           | 505766     | password766  |
| Taylor  | Josephine       | 505727     | password727  |
| Varozzo   | Yanel           | 505787     | password787  |

Number of students: 28

2. **Confidential Student AD Password Handout** – This report will generate a PDF with a separate page for each student in the class selected. These should be handed out to students on the first day they login. Students should keep this information in a confidential place and protect their login information. It includes not only student usernames and passwords but also important guidelines for computer use.

| Student Active Directory (AD) Password Handout |                          |                 |  |
|--|--------------------------|-----------------|--|
| Student Last: Avellano                         | AD User ID: 505257       |                 |  |
| Student First: Cristian                        | AD Password: password257 |                 |  |
| Course: ENGLISH 1 (P) (1542)                   | Period: 1                | 0338A 0910      |  |
| School: Hoover High                            | Track: 1                 | Date: 12/6/2020 |  |
| Teacher: Est. Iba                              | Class: 12/6/2020         |                 |  |

As a student in the San Diego Unified School District, you have been assigned the username and password above for use on district computers. The use of a district computer is for school work only and is a privilege and not a right. Please keep in mind the following guidelines below at all times:

1. Do not share usernames and passwords with other students so that your files will be protected and safe.
2. Logging in using another student's username and password is considered hacking and is prohibited at all times.
3. Using a computer that is not assigned to you is not allowed.
4. Teachers will have a list of student usernames and passwords and can monitor your work at any time as needed.
5. Always follow existing copyright laws. This includes not downloading or making illegal copies of software or files such as music and sound files.
6. Although the district has an Internet safety plan in place, you are expected to notify the teacher whenever you come across information or messages that are inappropriate, dangerous, threatening, or make you feel uncomfortable.
7. If you have identified or know about a security problem, you are expected to tell the details to the teacher without discussing it with other students.

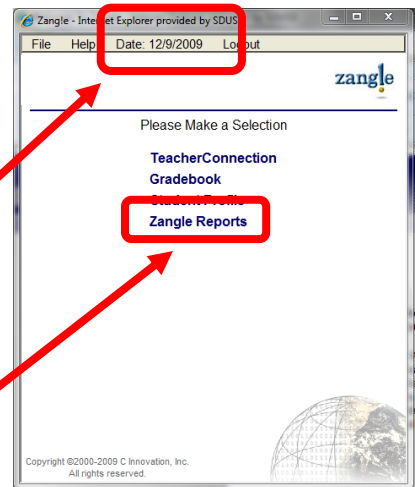
I understand that if I misuse my computer, I will lose access to it for a period of time as determined by my teacher. Not having access to a computer does not excuse me from completing my assignments or projects.

**For Teacher Reports, see page 2.**

**For Administrator/Counselor Reports, see page 3.**

# How teachers can run the student AD reports in ZangleConnection:

1. Open a web browser and visit the ZangleConnection login page <<https://dwa.sis.sandi.net/zangleconnect/>> (The link is also visible on the sandi.net web site from the Staff page <<http://www.sandi.net/staff/site/default.asp>> , on the left-hand side)
2. Login with your employee ID and DWA password
3. Select your school/track
4. Make sure the date matches when students attend your class (i.e. A/B block schedule, classes that do not meet every day)
5. Select **Zangle Reports**

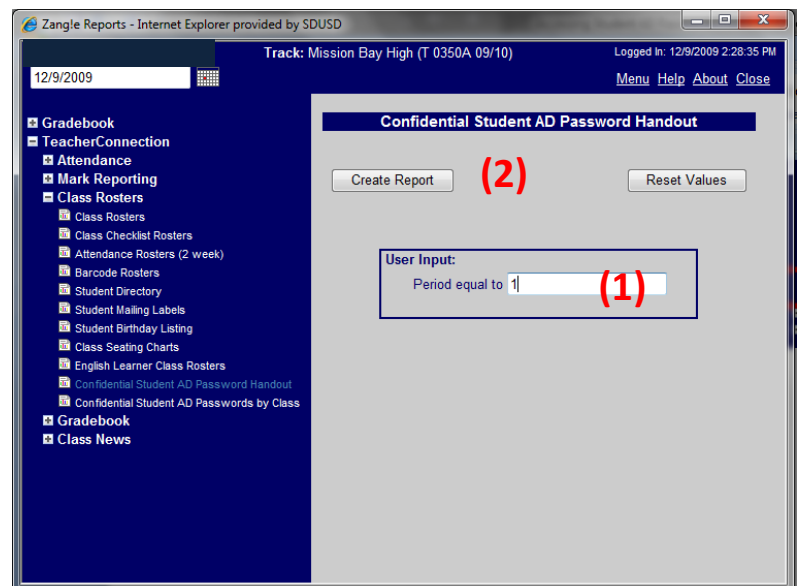
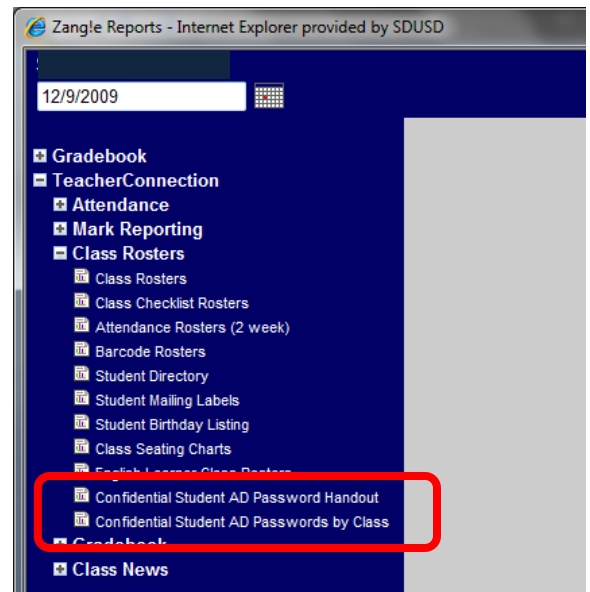


6. Expand the category for **Teacher Connection reports**, on the left-hand side of the page
7. Expand the category for **Class Rosters**
8. Select the report named **Confidential Student AD Passwords by Class**. The report will automatically appear in a new window.

**-OR-**

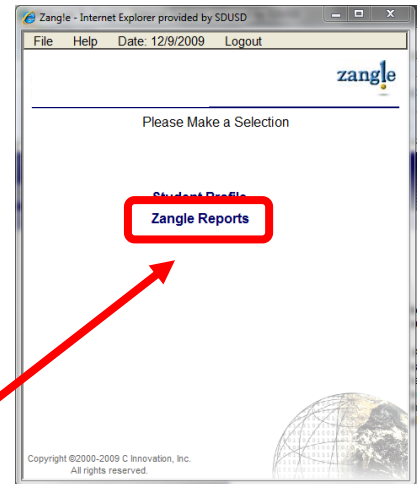
9. Select the report named **Confidential Student AD Password Handout**. Enter the class period which should be included in the report (1) and click 'Create Report' (2) in the upper left hand corner. (For teachers who do not have multiple periods such as elementary teachers, enter '1.' The report will appear in a new window.)

**Note:** Some class periods on a school schedule may be listed in Zangle with letters and not numbers.



# How Administrators/Counselors/Others can run the student AD reports in ZangleConnection:

1. Open a web browser and visit the ZangleConnection login page <<https://dwa.sis.sandi.net/zangleconnect/>> (The link is also visible on the sandi.net web site from the Staff page <<http://www.sandi.net/staff/site/default.asp>> , on the left-hand side)
2. Login with your employee ID and DWA password
3. Select your school/track
4. Select **Zangle Reports**
5. Expand the category for **Administrator reports**, on the left hand side of the page.
6. Expand the category for **General Student Reports**
7. Select the report named **Confidential Student AD Passwords**. The report will automatically appear in a new window and will contain a list of all students in the school.



**-OR-**

8. Select the report named **Confidential Student AD Passwords in Excel**. The report will be generated in the background and then prompt the user with window to the right. The user can either select “Open with Microsoft Excel” or “Save File” and then click the “OK” button. (If “Save File” was selected the user will locate the file on computer to open it.) The Microsoft Excel file generated will contain a list of all students in the school.

