

Logons and Passwords

The scope of this document is to explain the password policy and logon procedure for your 3 primary user accounts at Long Beach Schools.

Section 1: The 3 Types of user accounts

1. **Username** – This is simply your 1st initial plus your last name. The default password for this account is “Longbeach1” without the quotes. This is the logon you will use to access any district PC as defined in Section 2.
2. **District Email** – This is your **Username** plus “@lbeach.org”. The password for your district email is the same as your username. (The accounts are tied together through the “cloud”.)
3. **District Google Mail (Gmail) and Google services** – This is your **Username** plus “@lbeachg.org”. This account is used to access the district Gmail and Google services as well as logging on to a Chromebook. The default password for all Google and Gmail is “boces123” without the quotes.

Section 2: Logging on to a District Computer (PC)

A district computer is defined as any WINDOWS PC based desktop or laptop located on any campus of the Long Beach School District. This does not include Chromebooks or any Apple (Mac) computers or devices.

1. Hit the keyboard combination of Ctrl-Alt-Del to bring up the logon page.
2. Read any logon messages if they appear and then click OK
3. In the space provided, enter your **Username** as defined in **Section 1**.
4. Enter your password in the box underneath your username. If this is the 1st time you’re logging on to the system, your password will be Longbeach1. You will see a red X and a prompt to change your password to a new, private one that only you know. Enter your new password twice and hit OK.
5. This new password will also automatically become your password for your district email account as described in **Section 1**. This change will take up to an hour (email only).

Section 3: Accessing your District Email

District email can be accessed from anywhere inside or outside of the district.

IMPORTANT: *Before you attempt to log on to your district email for the 1st time, you MUST complete the steps in Section 2 first. Your email will NOT be activated until you do this.*

1. Navigate to the District Website at lbeach.org
2. Along the top menu bar, click on “Resources” and then “Staff Resources” from the drop-down menu.
3. Click the link on the left titled “District Email”

4. Enter your email address (Your Username plus “@lbeach.org”)
5. Enter your password. This is the same password that you chose in Section 2
6. Click “Sign in”

Section 4: Accessing your District Google Services and Gmail

District Google services and Gmail can be accessed from anywhere inside or outside of the district. You do not need to perform any pre-requisite tasks to log on for the 1st time.

1. Navigate to the District Website at lbeach.org
2. Along the top menu bar, click on “Resources” and then “Staff Resources” from the drop-down menu.
3. Click the link on the left titled “District Gmail”
4. Enter your Gmail address (Your Username plus “@lbeachg.org”)
5. Enter your password. The default is “boces123” without the quotes. 1st time users will be prompted to create a new, private password.
6. Click “Sign in”