

The purpose of this document is to provide detailed logon and access instructions to all newly hired Long Beach Schools Faculty and Staff.

It is crucial that you begin with your “Initial Logon”. If you skip this step, you will not be able to access schooltool, District Email, or the Google Suite.

Before we begin.. It’s important for you to understand what your Simple Username is. Your **Simple Username** is generally your 1st initial of your first name plus your entire last name. (You will be notified if there is any deviation.) Your Simple Username is used to log on to district computers and to schooltool. It is also the *prefix* for your email and your Google Suite logons.

Initial Logon

Your first logon is the most important task in setting up access to all of your district accounts. It is during your first logon that you create your universal password that you will use to access the Windows Network, District Email, schooltool (if applicable) and the Google Suite.

1. Go to any computer in the district and make sure that there are no users currently logged on to the machine. If you’re not sure if there’s someone logged on, reboot the computer.
2. Once the computer restarts, hit the key combination of CTRL-ALT-DEL. You will see a space to enter a username and a password. Enter your Simple Username here and your initial password of **Longbeach1** (case sensitive).
3. You will then be prompted to set a new password that only you know. Type it in both boxes provided and then click OK. Your password will be changed and is now private. **This will also become your private password for District Email, schooltool (if applicable), and the Google Suite.**

District Email Access

If you have not completed your Initial Logon as instructed above, please do so now or your District Email will not work.

1. From any computer, go to the District Website at lbeach.org and then click on “Resources” at the top right of the page
2. Click on “Staff Resources”
3. Click on “District Email” on the left
4. Click the “Click here to sign in.” link
5. Under “Sign In” enter your email address. This is your Simple Username PLUS @lbeach.org (no spaces)
6. Hit Enter on your keyboard or Click NEXT
7. Enter the password you chose during your Initial Logon
8. Hit Enter on your keyboard or Click SIGN IN
9. You will be brought to your Inbox

Google Suite Access

If you have not completed your Initial Logon as instructed above, please do so now or your Google Suite Access will not work.

1. From any computer, go to the District Website at lbeach.org and then click on “Resources” at the top right of the page
2. Click on “Staff Resources”
3. Click on “District Gmail” on the left
4. In the Email or Phone box, type your Gmail address. This is your Simple Username PLUS @lbeachg.org (no spaces)
5. Hit Enter on your keyboard or Click NEXT
6. Enter the password you chose during your Initial Logon
7. Hit Enter on your keyboard or Click SIGN IN
8. You will be brought to your Inbox

schooltool Access

Not all staff and faculty are given schooltool accounts. If you’re not sure if you need one, please contact the HR department. If you have not completed your Initial Logon as instructed above, please do so now or your schooltool Access will not work.

1. From any computer, go to the District Website at lbeach.org and then click on “Resources” at the top right of the page
2. Click on “Staff Resources”
3. Click on “School Tool” on the lower left
4. Enter your Simple Username in the username box
5. Enter your private password that you chose in your Initial Logon
6. Hit the Enter key on your keyboard or click the LOGIN button
7. You will be brought to your schooltool landing page