

Richmond County Public School students have ONE login that allows them to use school computers.

**Student account Log In**

Your login is last name.first name + middle initial (+ maybe a number if anyone has the same name).

**EXAMPLE** Name: Roy Man Rogers User Name: Rogers.RoyM

Your password will be randomly generated. Teachers will provide Password if you do not remember it.

**Your Email address will be: login@student.rck12.net**

EXAMPLE Email Address for **Roy Man Rogers** will be - [**Rogers.RoyM@student.rck12.net**](mailto:Rogers.RoyM@student.rck12.net)

*\*Provide this address to classmates & teachers. May be used for completing job/college applications or resumes*

**Logging in to Office 365**

Open a web browser such as Internet Explorer, Go to <https://Portal.office.com>

Type your username + “@richmond.k12.ga.us”

**EXAMPLE** [**Rogers.RoyM@richmond.k12.ga.us**](mailto:Rogers.RoyM@richmond.k12.ga.us)

Type in your password and click “Sign in.” Your password is the same one you use for logging into a school computer.



Students please note when you give out your email address to other classmates or teachers it will be: [login@student.rck12](mailto:login@student.rck12).

**BUT**

When you are logging into Office 365, you will use your username + “@richmond.k12.ga.us” to log in

Students often confuse the two. I hope this helps.