



Prince William County

PUBLIC SCHOOLS

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## Student Login Instructions

1. Power on the system and press Control Alt and Delete at the same time on the login/lock screen.
2. In the Username Field type: `.\pwcstudent` (The period and backslash need to be there.)
3. In the password field type: `pwc$stud3nt`
4. Press enter
5. You will now be logged in. Please know this may take a few minutes.
6. To access your email and other Office 365 resources you can go to <http://office365.pwcs.edu>
7. You will be prompted for your PWCS email address. Click next.
8. If prompted for account type choose school account. Click next.
9. Then enter your PWCS password and Click next.

*\*For additional information on instructional resources and password reset, visit [https://www.pwcs.edu/departments/information technology](https://www.pwcs.edu/departments/information_technology).*



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## **Laptop/Device Checkout Agreement**

1. Parent/Guardian and student will review all aspects of the Prince William County Public School's Acceptable Use Policy for Computer Systems and Network Usage, Regulation 295-1.
2. Accessing the Internet via the Student Device shall be used for instructional purposes and not for recreational or employment activities.
3. Once the Student Device is returned, data the student may have stored on the device will no longer be accessible.
4. The Student Device and accessories will be surrendered immediately upon request of the instructor or other school official.
5. Parent /Guardian will reimburse Prince William County Public Schools for the cost of a replacement should the Student Device be lost, stolen or damaged. The costs incurred will not exceed the original cost of the device and its accessories. In the case of lost, stolen or damaged equipment, parent/student agrees to contact the school within five business days so that appropriate procedures can be put into action to ensure replacement. If a device is lost or stolen and the replacement cost creates a financial hardship, the parent/guardian must contract the student's counselor to determine a solution to this difficulty.