





# HSE Technology Information 2019-20

**Username = Your HSE Name Key** (First 5 letters of your *last name* followed by the first 3 letters of your *first name* then 3 digits (*OFTEN but not always ZEROS*). If your name has fewer letters, use as many *up to* the maximum. Your name key appears **on your schedule**.

**Password for everything except Skyward: Hse#####** (##### = your student ID number)

Example: Hse190123

*Password is case-sensitive, so you must use upper-case H and lower-case se*

	<p style="text-align: center;"><b>Wireless Network</b></p> <p>Students should use the HSE-CORP wireless network at school. Mac/iOS users simply select the network and log in. Students bringing a personal Windows device will need to download the district's network security program by first selecting the HSE GUEST network, then opening a browser, and <b>clicking on the link for HSE students and staff</b>. (<b>DO NOT FILL IN THE SPACES ON THE FORM—LOOK FOR THE LINK</b>). You will then be guided through an installation wizard. Choose to SAVE the program and then RUN it. Once you log in and finish, you will be in HSE-CORP. This process should only have to be done once.</p>
	<p style="text-align: center;"><b>Skyward</b></p> <p>This program maintains student information including: <i>class schedule, bus information, grades, health information, attendance, fees, lunch information, email, contact information, report cards, and message center.</i></p> <p><b>Your student Skyward login is:</b>  <b>Student Username: YourHSENameKey</b> (see top of page)  <b>Student Password: printed on schedule or provided by Guidance Department if lost.</b>          (Change the password after first log in.)</p>
	<p style="text-align: center;"><b>Canvas</b> Learning Management System</p> <p>Every class on your schedule will have an electronic course in Canvas. Teachers use Canvas to post class information, announcements, and share documents, links, and other content. Canvas may also be used for submitting assignments and maintaining an assignment calendar.</p> <p><b>To log in to Canvas: Username: YourHSENameKey@hsestudents.org</b>  <b>Password: Hse#####</b> (case-sensitive/numbers are your 6-digit ID #)</p>
 <p>office.com</p>	<p style="text-align: center;"><b>Microsoft Office 365</b></p> <p>Office365 provides students will mobile and full downloadable versions the Microsoft suite of programs, as well as email and cloud-based storage in OneDrive. To get to your Office365 account go to: <b>office.com</b> on any internet connected device and log in.</p> <p><b>Username: YourHSENameKey@hsestudents.org</b>  <b>Password: Hse#####</b> (case-sensitive/numbers are your 6-digit ID #)</p> <p>Set up your account by clicking on the OneDrive tile and follow the prompts to enter time zone and also open the mail app.</p> <p><i>To create a new file using an Office app (Word Online, PowerPoint Online, etc.), select it from your Office365 account. <b>Your work will be automatically saved.</b> Or, set up your device to sync automatically.</i></p> <p style="text-align: center;"><i>TIP: Change the name of the file to make it easier to find another time.</i></p> <p><i>Students get 5 free downloads of the Microsoft suite during their 4 years at HSE HS. Simply log into Office365 and use the "Install" button.</i></p>