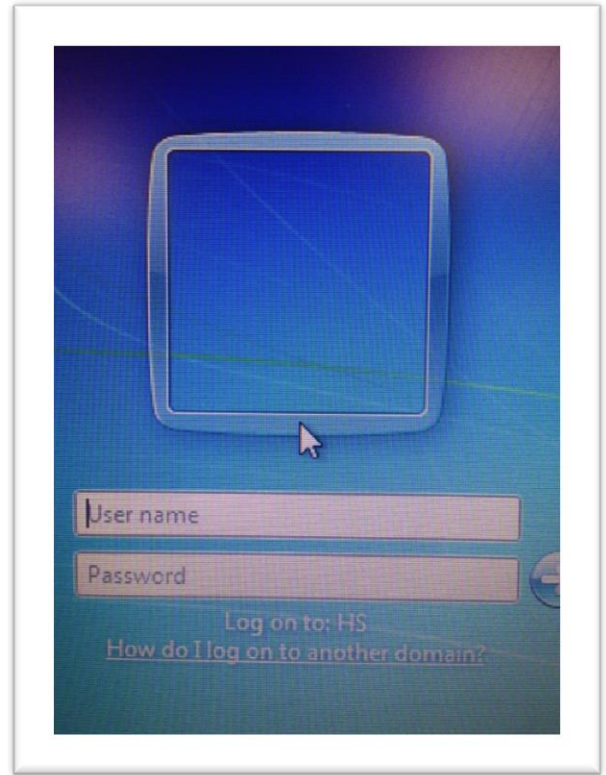


Good Things to Know About Using Windows Computers at NNHS

Logging on to a Windows computer

- 1) Press Ctrl+Alt+Del and enter your username and password.
- 2) Your **Username** is usually first initial, middle initial (if you have one) and your full last name. For example, John J Smith's user name would be jjsmith. There may be a number at the end of your username (jjsmith1).
- 3) Enter your password. If you are using a temporary password, you should change it to something more secure. You may be prompted to choose a new password when you log on for the first time. If not, you can press **Ctrl+Alt+Del** and choose the **Change a password...** When choosing a password keep these things in mind:
 - Password length: 9 – 14 characters
 - Choose something significantly different than your last password

Note: If you forget your password or for any other technical assistance, please visit the CAI Lab.



Expectations while using a computer in the building

To help maintain a focused learning environment, students are expected to use school computers for curricular purposes only. Failure to comply with expectations will be dealt with accordingly.

File Management

You will have several options for saving your work. The following is a brief description of your choices:

H drive: Each student will have access to a secure H drive on our network. It is accessible when you log on to a school-owned Windows computer or Mac in the building. To keep your work safe, do not share your login information with anyone else. The added benefit of using the H drive is that you can get to your files from any similar computer in the building. Be sure to log off when you're done to keep your information safe.

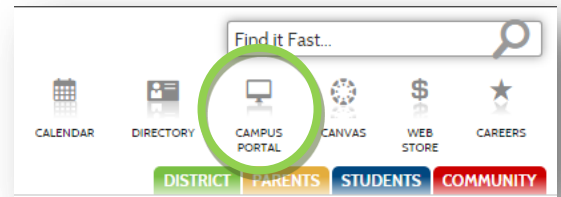
G drive: Sometimes your teachers will ask you to save a copy of your work on the G drive. You should always save to another secure location first. The G drive is only for temporary storage and could be cleared at any time.

Canvas: Another option will be to save your work to Canvas. This is accessible to you both at home and outside the building. Further instructions are included in this packet.

Google Drive: You will have access to cloud storage when using Google Drive. Accessible from all district owned devices. Your Google Account will be created for you as **username@stu.naperville203.org** where your username is that same one used to access school computers and Canvas.

Infinite Campus

As a student of Naperville School District 203 you have been provided a login to the student information system portal website. From the NNHS home page (<http://www.naperville203.org/nnhs>) click on the Campus Portal icon or type the URL to that website is listed below.



<https://infinitecampus.naperville203.org/campus/portal/naperville.jsp>

You will be prompted for a username and password. Your username is your **student id number** (ex. 12345). Your default password consists of your first initial of the first name/ last initial of the last name and 6 digit birth date (mmddyy). (ex. if your name is John Doe and your birth date is September 3rd, 2005, your password would be jd090305)

Username Naperville Community Unit School District 203

Password

Sign In >>

HELP ▾

District Notices

IMPORTANT NOTE: As of September 14, 2013, a change was made by Infinite Campus to the website security. If you are a **student** and **DO NOT** know your username and/or password, you will need to contact the Computer Support Associate at your school. If you are a **parent** and **DO NOT** know your username and/or password, you will need to contact the Campus Portal Helpdesk to retrieve your account information. If your original password is less than eight characters long, you may need to request a new password from Campus Portal.

Before calling the Helpdesk we recommend you read our Parents-Campus Portal Login FAQ document in the Campus Portal Help Documentation on the district website which should answer all of your questions regarding logging into Campus Portal and any issue you may encounter.

If you would like, you can change your password to be the same as your regular logon password. To do so, click **Account Management** and fill out the required information.

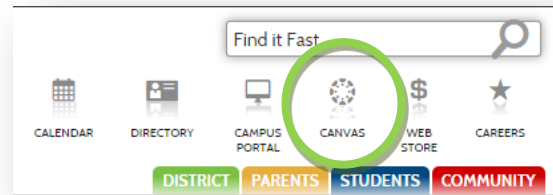
Who do I contact with questions about the Infinite Campus Portal?

Students may come to the CAI Lab for assistance with Infinite Campus issues.

Parents, please contact the Infinite Campus Portal support line: Either by email campusportal@naperville203.org or by phone 630-420-6825.

Canvas

From the NNHS home page click the Canvas icon.



You may also type the URL <https://naperville.instructure.com>.

You will log in using the same username and password that you use to log on to a Windows computer in the building.

Tip: At the beginning of the school year, or if your account has been newly created, you need to log on to a computer in the building and change your password before you can log on to Canvas. Your Canvas account is synchronized with your logon account. Therefore, the only way to change your Canvas password, is to change your password for logging on to the Windows computers. This change must be made while logged on at NNHS. It will take 20 minutes for the servers to synchronize.