

YUCAIPA-CALIMESA JOINT UNIFIED SCHOOL DISTRICT

Innovative Programs • World Class Education



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Dear Parent/Guardian:

The Yucaipa-Calimesa Joint Unified School District is pleased to provide all students in grades 3-12 access to Microsoft Office 365 for Education district wide.

Microsoft Office 365 for Education will provide students anytime, anywhere access to the Microsoft Office Web Apps for Word, PowerPoint, Excel, and OneNote, as well as One Drive for document storage, and the Outlook Email Web App in a “closed campus” email environment, which means that students will only be able to send or receive email to or from our District’s email domains (@ycjUSD.k12.ca.us or @ycjUSD.us). These tools will enable students to collaborate on projects using any of the web apps, which is a need from Grade 3 on up in preparation for standardized testing beginning in 2015.

So, in effect, these student email accounts are very different than consumer email accounts because this system exists in a closed campus environment, and can be accessed by administration, if necessary. Providing these Office 365 for Education accounts in a closed campus setting protects students as required by the federal FCC CIPA (Children’s Internet Protection Act) and COPPA (Children’s Online Privacy Protection Act) laws require. If anything changes regarding the initial closed campus configuration in the future, we will notify all parents/guardians.

In order to log in to Microsoft Office 365 for Education, students will need to point their browser to <http://www.ycjUSD.us>. The student’s username/email address will be his/her first name followed immediately by the first letter of his/her last name followed immediately by the last three digits in his/her permanent ID number (for example, John Doe 1118498342 would have a username of **johnD342@ycjUSD.us**). The password will be the student’s entire ID number.*

If you have any questions or concerns regarding your student’s use of the Microsoft Office 365 for Education account, please contact your child’s teacher.

Sincerely,

Susan Brown

Susan Brown, Director
Assessment, Technology and Accountability
susan_brown@ycjUSD.k12.ca.us

TIPS:

- All browsers will work with Office 365, except Google Chrome.
 - Use the latest version of browsers.
- Passwords work best when using the number keys above the letter keys on a regular keyboard. (Capslock off)
- If you encounter a login error, close the browser completely before attempting another login.