



NEW HIRES 2019 LAPTOP INFORMATION



Welcome to AISD Technology!

In order to enhance network security, minimize risk of account compromise, and encourage good digital citizenship the Technology Department requires password changes at the beginning of every school year.

Summer 2019

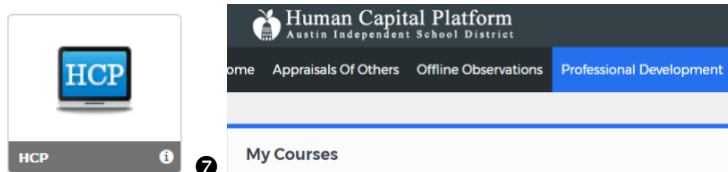
❖ All campus staff and secondary students will be required to change their passwords upon initial login.

AISD Password Rules:

- Must be eight characters or longer
- Must contain at least one uppercase letter
- Must contain one number
- Cannot reuse any of the prior five passwords
- Must not be based on your name or username

Step 1. Please log into the Portal at "<https://portal.austinisd.org>" and follow the prompts to reset your temporary password. Don't forget to set challenge questions. If you have any issues, please call the AISD Help Desk at 414-8324.

Step 2. While in the portal, click on the professional development tile: "HCP". Click on "Professional Development" and search for course section number 91895 or "Austin ISD - License to Tech SY2019-20". This course must be completed prior to requesting a device. **If you don't see this course listed, please contact the Center for Professional Learning at 414-3976.**



Please wait at least 24-hours after course completion for the email confirmation. Course completion is required prior to laptop pickup.

Step 3. How to Request a Laptop:

You will be contacted later in June regarding laptop pickup once a location and schedule is finalized. All laptop pickup information will be sent to your AISD email address.

Questions regarding access to the AISD Portal or AISD Email should be directed to the AISD Help Desk at 414-8324.