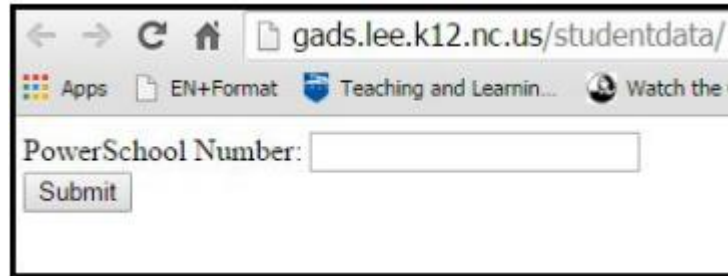


Student Email - Verifying and Creating Accounts

Go to the following link: <http://gads.lee.k12.nc.us/studentdata/>

You will see the following window:

A screenshot of a web browser window showing a form for verifying a student's account. The browser's address bar displays "gads.lee.k12.nc.us/studentdata/". The form contains a text input field labeled "PowerSchool Number:" and a "Submit" button below it. The browser's taskbar shows several open applications: "Apps", "EN+Format", "Teaching and Learnin...", and "Watch the C".

Enter the student's PowerSchool number and **SUBMIT**.

If they DO have an account this type of information will be displayed:

Number of entries returned is 1
Username: johnthomas
PowerSchool Number: 123456
Google Account: johnthomas@lee.k12.nc.us

NOTE: *Pay close attention to usernames. If there are students within the district with duplicate names, the username will have a digit added to create a unique identifier for each student. For example, johnthomas and johnthomas1*

If they DO NOT have an account, this will be displayed:

Number of entries returned is 0
Username:
PowerSchool Number:
Google Account:

In this case, login to Tech Tracker <http://tracker2.lee.k12.nc.us:8080/tracker20.3dev/> (same login info as your e-mail) and fill in the requested information as follows:

***Description:**

Entered By: mtatum

Time Stamp: Oct 19, 2015 2:23 PM

***Queue Type:**

Status: Opened

***Priority:**

Contact:

***Site:**

Room/Location:

***Tech:**

***Synopsis:**
Name: John Thomas
ID#: 123456
Grade: 9

Email Other:

NOTE: Rebel Hunter is the technician responsible for e-mail accounts.