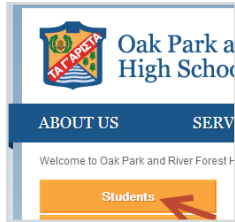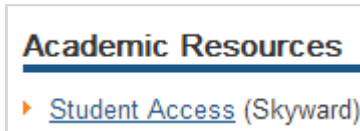## 4—Student Skyward Access

To check your grades, school notifications, and school related finances you must log on to our student information system SKYWARD.
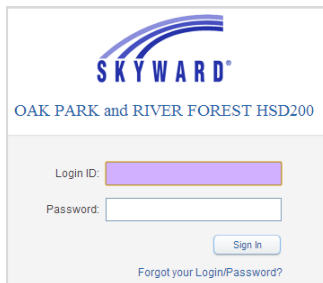
1. Go to oprfhs.org and click "Students"

2. Under "Academic Resources" click "Student Access (Skyward)"

3. Log in with your SKYWARD username and password.

5—Naviance Access

To schedule an appoint with your counselor:

1) Go to oprfhs.org and click "Students"

2) 2) Under "Counseling Services" click "**Naviance**"

3) Your Username is your OPRF email, and your default password is your student ID number. **If you have forgotten your password, click the "Forgot" link to send a reset password link to your student email.**

Forgot your password? Visit
https://help.oprfhs.org/PasswordReset

Oak Park and River Forest High School

"Those Things That Are Best"

Student Technology Information

—Chromebooks—
—Network Login—
—Email—
—Skyward—
—Naviance—

If you need technology help, contact the Helpdesk at:

helpdesk@oprfhs.org
or
708-434-3737 opt. 2

CHARGING

- **Chromebooks are required to be fully charged when you arrive at school each day. A full charge will last EIGHT hours.**

- Limited-space charging stations are located in the South Cafeteria, Tutoring Center, and Library. They will be available for emergency quick charges on a first come first served basis only.

CARE

- Do not add any stickers or any other decorative items that would alter the appearance of the Chromebook from when you received it.

- Do not tamper with school tags present on the Chromebook.

- Keep food and drink away from your Chromebook.

- Do not use any chemicals or other liquids to clean your Chromebook. Only use a microfiber cloth to clean the touchscreen.

PROTECTING YOUR CHROMEBOOK

- Anytime you leave your Chromebook on your desk, close the lid so that no one can access your documents.

- Do not share your Chromebook with anyone.

If your Chromebook is lost/stolen/damaged please contact the Helpdesk (Rm 271) at (708) 434-3737 immediately.

To log into any OPRF computer....

Student USERNAME and EMAIL

USERNAME: (first initial/last name/last two #s of ID)

EXAMPLE
Name: Jonathan Apple-Seed
ID #: 123456
USERNAME: jappleseed56

STUDENT EMAIL: username@student.oprfhs.org

EXAMPLE
Name: Jonathan Apple-Seed
Username: jappleseed56

EMAIL: japplseed56@student.oprfhs.org

Student PASSWORDS...

All student passwords are created by the student! Helpful hints in choosing a password:

Passwords should...

- *Consist of at least 8 letters and numbers*
- *Be something that is easy for the user to remember but hard for others to guess.*

Passwords should NOT ...

- *BE SHARED!*
- *Consist of any part of your first OR last name*
- *Consist of any part of a social media handle*
- *Consist of ANY part of your home address or phone number*

Forgot your password? Visit https://help.oprfhs.org/PasswordReset

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To access your **STUDENT EMAIL** account...

On a CHROMEBOOK:

1. Login to your chromebook with your student **email** and password. *(ex. jappleseed56@student.oprfhs.org and student created password)*

2. Click on the **GMAIL** app.

On any other internet enabled device:

1. Go to **gmail.com**.

2. Login with your ***student email and password***.

To access your **STUDENT GOOGLE DRIVE** account (where all student work should be saved)...

On a CHROMEBOOK:
Once logged into your device, click on the **GOOGLE DRIVE** app.

On any other internet enabled device:

1. Go to **drive.google.com**.

2. Login with your student login information.

A good rule of thumb to stay organized...
SCHOOL work/communication=Using your SCHOOL account.

PERSONAL work/communication=Using PERSONAL accounts (yahoo, other Gmail accounts. Etc.)