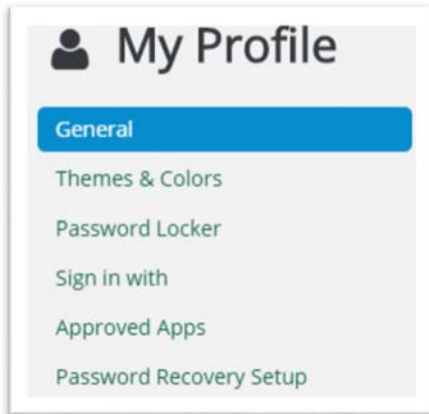




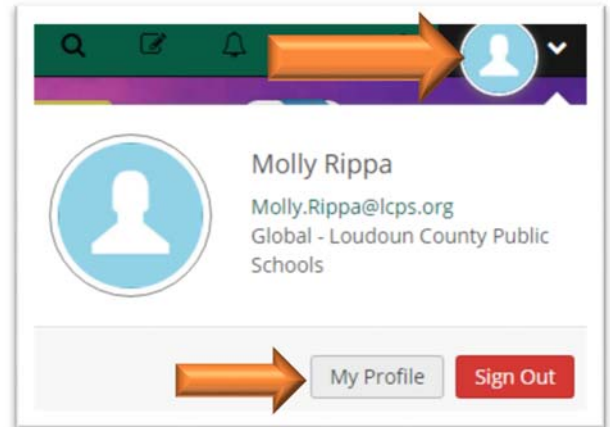
DID YOU KNOW?

LCPS Go allows you to **change or recover your school password from home!**


1. On the top right, click the dropdown arrow, then select My Profile. You'll get the list of options (below).

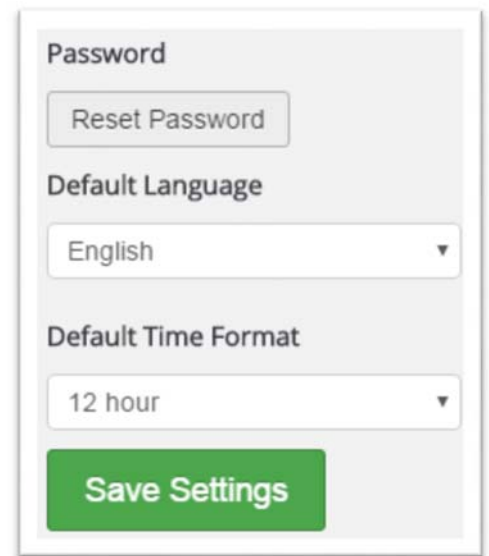


2. **General:** Includes your name, email and allows you to select an avatar image. Scroll down to get the option of Reset Password. Now you'll be able to reset your school password from home!



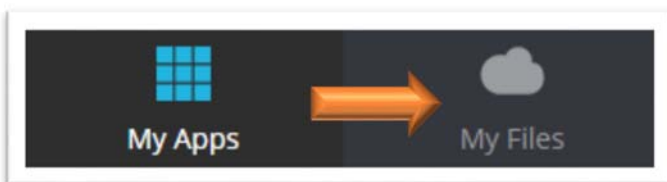
3. **Themes & Colors:** Allows you to personalize what the screen looks like.

4. DON'T play with the **Password Locker**, **Sign in with**, or **Approved Apps**.
5. **Password Recovery Setup:** Enter a cell phone, email and security questions so you can recover your password in case you forget it! It'll send an email you'll have to open & click on a link to verify. It'll also send you a text so you can enter the verification code. Then you'll be covered when you forget your password over a long break. Remember to click Save when you finish! Hit the  in the top right to close the window & return to LCPS Go.



You can **access OneDrive and Office365** thru LCPS Go, too!

1. At the bottom of the page, click on My Files.



2. Click on Office365 and sign in. You'll be able to create & save your files here, using PowerPoint, Word, Excel, etc. Saved to the cloud, you'll be able to access, save & edit them from anywhere with internet access!

