**How to Log into Student Devices**

Before you begin assigning/logging into student devices, you will need the following:

1. Student birthday roster (can be viewed/printed from SMS)
2. Roster of student ID numbers (can be viewed/printed from Thrive: **www.engradepro.com/shelby**)
   1. Log into Thrive using your SCS Active Directory credentials (just like your SCS email)
3. Student name labels (will be printed by office staff; temporarily label each student’s device with a sticky note)

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| **Step 1** | Once the computer is on, choose “Other user” as the account to log into |
| **Step 2** | Enter the first student’s six-digit ID number in the *Username* field |
| **Step 3** | Enter the student’s birthday in the *Password* field in the following format: **MMDDYYYY** |
| **Step 4** | An alert will prompt a password change; change the student’s password to: **student200** |
| **Step 5** | Once the device has completed Startup, label the device with the student’s name |
| **Step 6** | Repeat Steps 1-5 for the remaining students. |

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| **Problems that may occur:** | **What to do:** |
| Device cannot log into the “Other user” account – only the “Unistar” option is available | Place a work order: **hd.mcsk12.net** |
| Student password is incorrect although you are typing the birthday that appears in SMS | Check to see if there is a different birthdate listed in Thrive. If not, contact IT Helpline by phone at 416-2700 or place a work order: **hd.mcsk12.net** |
| Student account is expired | Contact IT Helpline by phone at 416-2700 or place a work order: **hd.mcsk12.net** |
| Student is on your SMS roster but not listed in Thrive.   * Note: If student has recently transferred to Fairley, it can take up to 48 hours for his/her information to be updated in SMS and up to 48 hours for any changes in SMS to appear in the MHE products. | Contact McGraw-Hill Engrade team at **www.engrade.com/contact** or by phone at (800) 305-1367 |