Finding Student Log On Information

You should have access to search Active Directory. Here is how:
1. Click on the Windows (what used to say "Start") button.
2. Click on "Computer".
3. On the left side, click on "Network"
    (It might say something at the top about showing the network drive, click that to enable viewing.)
4. You will see at the top "Search Active Directory". Click "Search Active Directory".
5. Inside the "Entire Directory" dropdown box, select "students.oc.ps".
6. Click the "Browse" button.
7. Scroll down to the "OKCPS" folder. Click the + by "OKCPS".
8. Click on your school (do not open the +) and press "OK".
9. Enter the student's name in the "Name" box and press "Find Now".

This will bring up their username. Their password should be the letter

X (CAPITALIZED), ZERO, then their student ID. (Example: X0123456)

Student Username / Password Info
1. 18 character limit on the names. This includes the period. No other illegal characters in the name (-,` etc…).
2. If Terms has multiple first names and last names, they will be included (Keren for example has two last names).
3. Duplicate names in the district will force a number at the end (john.doe, john.doe1, etc…).
4. Information is based on what is in Terms, we don't go by alias or aka (given names only).
5. Any name change will not change the student's home directory. Caden would still show as caden.smith (not caden.johnson).

If a student cannot log in, first check with the front office or someone who has access to Terms to verify the student's first and last name and student ID number.

If the student is using the correct information and still cannot log in, you will need to create a ticket with the Helpdesk.