**Student Email Account Information**

Your login is last name.first name middle initial (maybe a number if anyone has the same name).

EXAMPLE Name: Roy Man Rogers User Name: Rogers.RoyM

Your password is randomly generated.

Teachers can provide Password from Infinite Campus.

Your Email address will be: login@student.rck12.net

EXAMPLE Email Address for **Roy Man Rogers** would be - Rogers.RoyM@student.rck12.net

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**Logging in to Office 365 (without RCSS LaunchPad)**

- Open your Internet browser (Chrome, Internet Explorer, etc.)

- Go to [https://Portal.office.com](https://Portal.office.com)

- Type your username + “@richmond.k12.ga.us”
  (EXAMPLE: Rogers.RoyM@richmond.k12.ga.us)

- Type in your password and click “Sign in.”