All SPS students in grades K through 12 are able to have an email account. After the current AUP is authorized in eSchool, the email account will be activated. Students in grades K through 8 have internal email only. They may send and receive email to and from other students and staff members in the division. Students in grades 9 through 12 have internal and external email. They may send and receive email to and from other students, staff and external sources.

**Student Email Username:**
first name + last name + last four of the student ID@spsk12.net
Example: A student with the name of John Smith and a user ID of 123456789 will have an email address and username of: johnsmith6789@spsk12.net

**First Time Student Password:**
student ID
Example above: 123456789

**Creating a New Password:**
New passwords must be 8 characters or more.

**WARNING:**
It is **NOT** acceptable to tell all students to use the same password.
It is **NOT** acceptable to post passwords in the classroom.
It is **NOT** acceptable to set passwords for all students in the class.
The above violate the Student and Staff AUP.