



Family Portal Opens Sept 1 for 2020-2021 School Year for Students in Grades 1-12 and Parents/Guardians

Family Portal for Parents/Guardians:

Login ID: student's full last name (all lower case, special characters and spaces removed, not to exceed 14 characters) + first initial of student first name + the last 4 digits of the student's Social Security Number.

Password: Student's 5-digit lunch number (this number is printed on the label on Principal's Welcome Newsletter in your packet). This is temporary; the parent will choose a new password the first time they log on.

Example: Your student is John A. Smith-Jones with the social security number xxx-xx-1234. John's lunch number is 98765. The **login id will be smithjonesj1234** and the **temporary password is 98765**.

Family Portal for Students:

Login ID: student's last name (all lower case, special characters and spaces removed, not to exceed 14 characters) + first initial of student first name + the last 5 digits of the student's local ID number (printed on student schedules and report cards).

Password: Student's 5-digit lunch number. This is temporary; the student will choose a new password the first time they log on.

Example: Student John A. Smith-Jones with the local Student ID number 110098765 and lunch number 23456. The login id will be smithjonesj98765 and the temporary password is 23456.

How Students Log in to School Email:

**It is very important that every student can log into their school email accounts. They will be used during virtual learning.*

1. Go to mail.wcboe.org

2. **Log in** with username@students.wcboe.org

Username is student's full last name (all lower case, special characters and spaces removed, not to exceed 14 characters) + first initial of student first name + the last 5 digits of the student's local school ID. Ex: If student's local ID is 500033705 their login would be smithjonesj33705@students.wcboe.org

3. **Password:** Student's 5-digit lunch number + three zeros. Ex: 23456000