

CSArts-SGV Student Technology Packet

(Click [here](#) for the Parent Technology Packet, here for [Student Device Handbook](#))

In this packet are directions on the vital technological components of being a student at CSArts-SGV. These include:

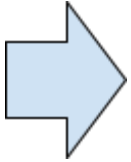
- [Setting up a CSArts-SGV account / Resetting Your Password](#)
 - Your CSArts-SGV account will enable you to login to school computers, access your school email (Outlook), and access your Google account (for Google Drive and Google Classroom, **not** for Gmail).
 - Every year, returning students will need to reset their passwords for this account as a security measure.
- [Logging into your school email account via Outlook](#)
- [Logging into your school Google account](#)
- [Logging into a school Chromebook or computer](#)

Online Platforms Explained - Which is for what?

 <u>Aeries</u> - Family/parents and students have accounts at the online portal App available for viewing grades and attendance	 <u>Aeries Communication via ParentSquare & StudentSquare</u> - Parents and students have accounts and are encouraged to use the app - You can click "Communications" from Aeries portal or go directly to the website here - App download here (iOS and Android)	 <u>Google Drive</u> - Students have accounts - Parents do not have accounts, but may have "Guardian View" and can get weekly updates	 <u>Outlook Email</u> - Students have accounts - Parents do not have accounts	 <u>School Website</u>	 <u>Citrus College</u> - Students enrolled in Early College classes on the CSArts-SGV campus will access Citrus College online platforms - Parents do not have accounts
Aeries is the official Student Information System (SIS) for our school	School site announcements are posted here	Many teachers utilize Google Classroom to assign and collect work, and give feedback	This is used for communication, mostly one on one between a student and their teacher	www.sgv.csarts.net Helpful general information for all community members	Wingspan is where students pay fees, view classes, and manage account information
Official grades are reported here, official transcripts are stored here	Schoolwide groups organize and communicate here - clubs, conservatory groups, performance groups, senior information, etc.	Cloud storage for a student's school work for the entirety of their stay at CSArts-SGV	Every teacher's email address is their firstname.lastname@sgv.csarts.net	Specific student information is located by clicking on the Student/Parent tab on the upper left of the page	Canvas is a resource for students to view their class materials and submit assignments
Attendance is taken and displayed in Aeries	Primary communication between teachers/directors and parents (messages translate to reader's primary language, based on settings)	A student's Google account will give them access to many of the GSuite's apps for education	All students have a CSArts-SGV Outlook email address and inbox, it is NOT a gmail account	Calendars and Bell Schedules are accessed by clicking on the "Calendar/Events" tab at the top	We encourage students to share account information with their parents, as the school is not permitted to do so
A student's assignments and grades are displayed here in the gradebook	Digital permission slips and forms	This account does NOT have access to gmail			

Setting up a CSArts-SGV Account / Resetting Your Password

New-to-CSArts-High-School-Students: The directions for setting up your CSArts-SGV account were emailed to parents from techsupport@csarts.net on Friday, July 10. If you did not receive these instructions or are having trouble with them, please email Tech Support ASAP.



Returning students: Once you have created your new password, it is **strongly recommended** that you register for the password reset service in the event it is needed in the future and without the need to contact CSARTS IT Support Services.

[Click here to register for the CSARTS Password Reset Service](#)

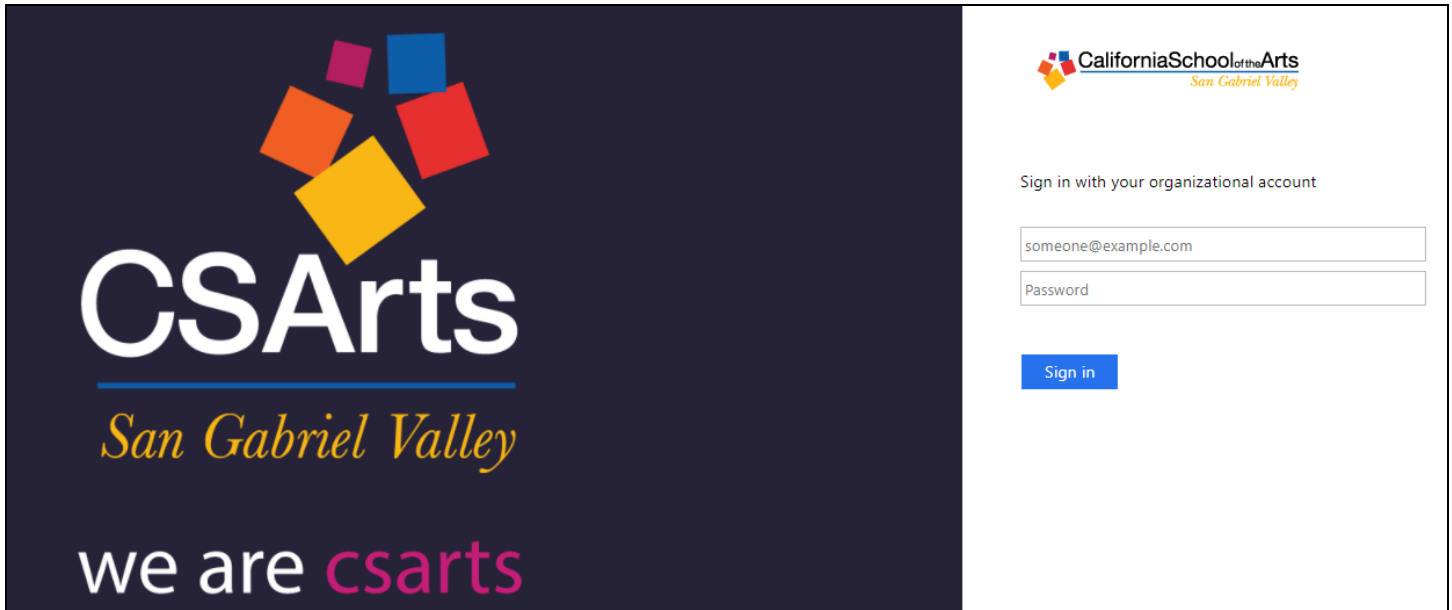
When you click on the link above, you will be prompted to enter your CSARTS email and new password.

[For a step-by-step guide to completing the password reset service, please click here.](#)

Logging into your school email account via Outlook

Having set up your CSArts-SGV account, you also now have a CSArts-SGV Outlook email account (not a Gmail account). To access your Microsoft Outlook account, visit email.csarts.net or <https://outlook.office.com/mail>.

That will take you to a login screen like this:



From there, please enter your full email address: `firstname.lastname@sgv.csarts.net` and the password you have set up for yourself in the previous steps.

If you are having any trouble at all, please email techsupport@csarts.net.

Multi-Factor Authentication (Set Up)

1. Log in to your Microsoft account (email or any service that uses Microsoft login).
2. You'll be prompted to begin the MFA setup process. Follow the on-screen instructions to start the registration.
3. Install the Microsoft Authenticator app on your smartphone from your device's app store (available on both iOS and Android).
4. Scan the QR code shown on your screen with the Microsoft Authenticator app. This will link your account to the app.
5. Complete the setup by confirming the link on your phone. The app will generate a code you'll use in future logins.
6. Test the MFA process. After setup, you'll be asked to log in again, and this time, you'll enter the verification code generated by Microsoft Authenticator.

What If I Don't Have Access To Install the Microsoft Authenticator App?

If you do not have access to a smartphone or are unable to install the Microsoft Authenticator app, you can choose to receive the verification code via text message. This will be an alternative authentication method.

- When prompted during MFA setup, you'll be given the option to add an additional authentication method.
- Select the option to have the code sent to your phone via text instead of using the app. Follow the on-screen instructions to complete this process.

We recommend enrolling in at least one additional authentication method (such as text) to ensure you can access your account even if there are issues with your primary method

Logging in to your school Google account

You also now have a CSArts-SGV Google account, which will give you access to your SGV Google Drive and all your Google Classrooms. To log in visit, www.google.com and enter as your username:

firstname.lastname@sgv.csarts.net and the password you have selected for yourself. This is a G-Suite account (Drive, Classroom, Docs, etc.) but NOT a Gmail account. Our email is via Outlook and outlined above.

Logging in to a school Chromebook or computer

For Chromebook login, use your SGV email address. For school computers, you can use firstname.lastname and password.

