

Student Email Access

@live.killeenisd.org
for all Killeen ISD Secondary School Students

To access email: <https://onedrive.killeenisd.org>

❖ Login

- OneDrive ID is the letter **s** + student ID@live.killeenisd.org
- (For example: s123456@live.killeenisd.org)
- Password is the same as your normal login password

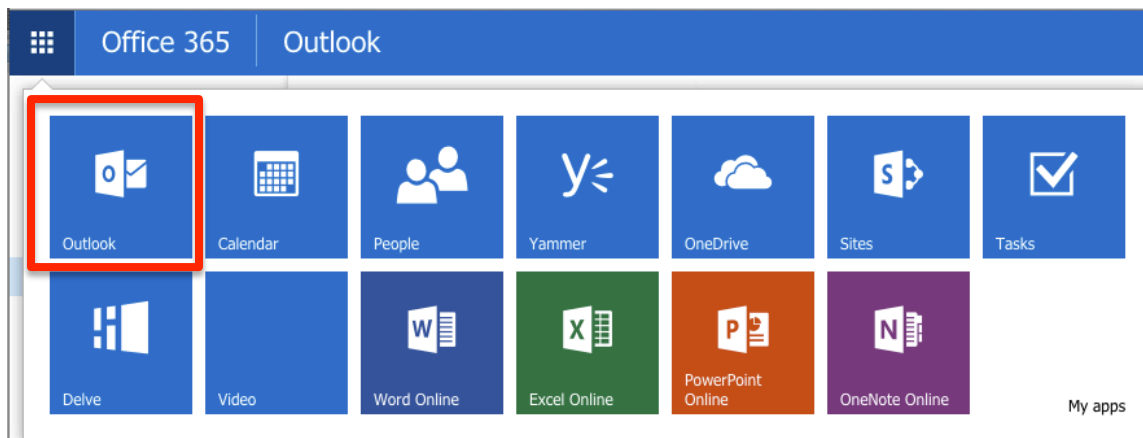
❖ What to do if you forget your password

- If you forget your password, stop by the Campus Technologist office (with a pass) to have your password reset.

❖ What to do if you want to change your password (you need to know your current password to do this.)

- You can change your password through: <https://password.killeenisd.org>
- Once set up, you can reset your password yourself, event if you forgot your password.)

❖ Once in the OneDrive, you can click on the “Outlook” tile to access your email.



OneDrive Access

- ❖ OneDrive is a cloud based storage and work area for Microsoft Office. You are able to create, edit and share MS Office files.
- ❖ Once you have logged on to your email account, you can access your OneDrive by clicking on the

9 square icon in the upper left corner of your account and then the OneDrive icon tile.

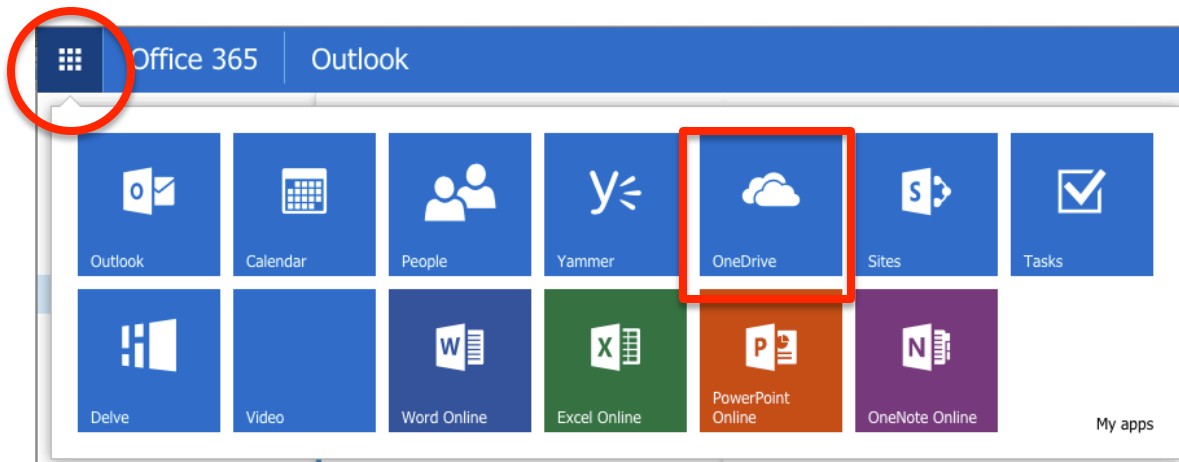


Figure 1 - Office 365 with program tiles.

- ❖ The first time you enter your OneDrive, you need to set it up. Click on “**Next,**” then click on “**Your OneDrive is Ready.**”

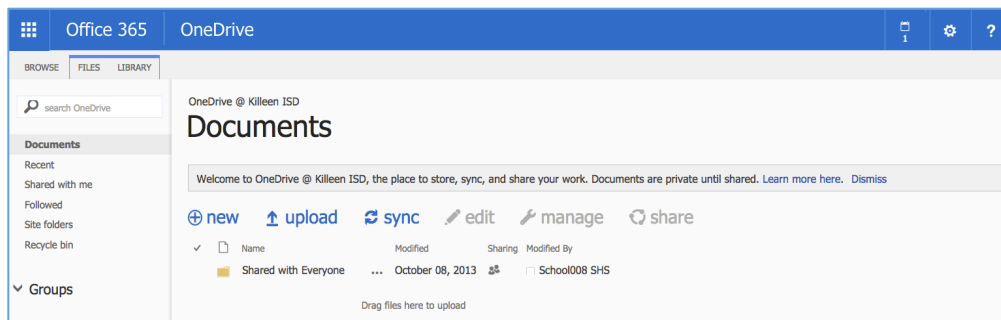


Figure 2 - OneDrive home screen.

- ❖ From the home screen of your OneDrive you can:
 - **Create** a new documents or folders
 - **Upload** a document you have already created
 - **Sync** you MS Office documents on your computer to the OneDrive
 - **Edit** existing documents
 - **Manage** existing documents
 - **Share** existing documents with others to read or edit
- ❖ To learn how to do the items listed above, click on the question mark in the upper right corner of your OneDrive home screen and select “Help.”

Change Student Password (must be done on campus):

Open a web browser and navigate to <http://password.killeenisd.org> or <http://pwreset.killeenisd.org>



1. Type in your KISD email address: s + ID number @live.killeenisd.org Example: s123456@live.killeenisd.org
2. Type in your current password: first three letters of your last name + ID number. Example: how123456
3. Click **Set Password**
4. Enter your new password (minimum 8 characters, please include upper & lowercase letters and at least one symbol [!, @, #, \$, *, &,), (, etc.] or number)
5. Enter your new password to confirm it.
6. Click **Set Password**
7. Type in answers to at least 3 of the challenge questions and click **Continue**
8. **(OPTIONAL – Click Skip to bypass)**
 - a. If you would like to be able to receive One-Time-Passwords on your cell phone type in your phone number (no dashes), choose your provider, and click **Continue**
 - i. Check you phone for the one time password code, enter it on the screen, and click **Continue**
9. **(OPTIONAL – Click Skip to bypass)**
 - a. If you would like to be able to receive One-Time-Passwords at an alternate (not Killeen ISD) email address type in your email address and click **Continue**
 - i. Go to the alternate email address and find the email from Killeen ISD, enter the one time password code on the screen, and click **Continue**
10. You will now see a page displaying your Portal Guard account information
11. That's it! You are now able to unlock your account or reset your password
12. Logout of Portal Guard