

## HOW TO DETERMINE A STUDENT'S LOGIN NAME AND PASSWORD FOR OFFICE 365

Login to your Parent/Student Portal account at:

<http://capousd.org/ParentPortal/LoginParent.aspx?page=default.aspx>

1. Click on the **Student Info** Tab
2. Select **Demographics** from the drop down menu
3. Note the Perm ID # (see below) – add the letter **a** to it at the end. This is the password.  
Example: **7442660a**
4. Click on the **Student Data 2** tab
5. Note the Network Login ID. This is the user/login name followed by: **@capousd.org**.  
Example: **19bunnybr@capousd.org**

The screenshot shows the 'Control - Testing DB - Elementary' interface for the 2015-2016 school year. The interface includes a navigation bar with tabs: Home, Student Info, Attendance, Grades, and Test Scores. The 'Student Info' tab is selected and circled in red, with a green arrow labeled '1.' pointing to it. Below the navigation bar is a table with columns: Student ID, Last Name, First Name, Middle Name, Perm ID#, Last Alias, First Alias, and Middle Alias. The 'Perm ID#' column contains the value '7442660', which is circled in red. A green arrow labeled '3.' points to this value. Below the table, there is a text box that reads: 'PASSWORD = PERM ID# FOLLOWED BY LETTER a' and 'EXAMPLE: 7442660a'. Below this text box is another table with columns: Reporting Home School, Stu Email Address, Student Demographics, and End of Year. The 'Student Demographics' column contains the value '19bunnybr', which is circled in red. A green arrow labeled '5.' points to this value. A green arrow labeled '2.' points to the 'DEMOGRAPHICS' dropdown menu. A green arrow labeled '4.' points to the 'Student Data 2' tab. A green arrow labeled '1.' points to the 'Student Info' tab.

Student ID	Last Name	First Name	Middle Name	Perm ID#	Last Alias	First Alias	Middle Alias
2	Bunny	Bugs		7442660			

PASSWORD = PERM ID# FOLLOWED BY LETTER a  
EXAMPLE: 7442660a

Reporting Home School	Stu Email Address	Student Demographics	End of Year
	antran@capousd.org	19bunnybr	