Ipswich Public Schools

## @ipswichschools.org ➡ @ipsk12.net

1. **What are my new account login credentials?**
   - Your new email account will be <your new username>@ipsk12.net   Example: jsmith@ipsk12.net
   - Everyone should have received their new login credentials in a letter placed in their school mailbox this past spring. If you need another letter, please notify support@ipsk12.net or stop by the school technology office at IMHS and we will print a new one for you.
   - Good news! Your new email account will be synchronized with your new school network account. This provides added security as well as an added convenience to you.

2. **How do I login to my new email account?**
   - Your new email account can be accessed using the following procedure:
     - i.   Login to your email as you normally would
     - ii. Click on your account name at the top right
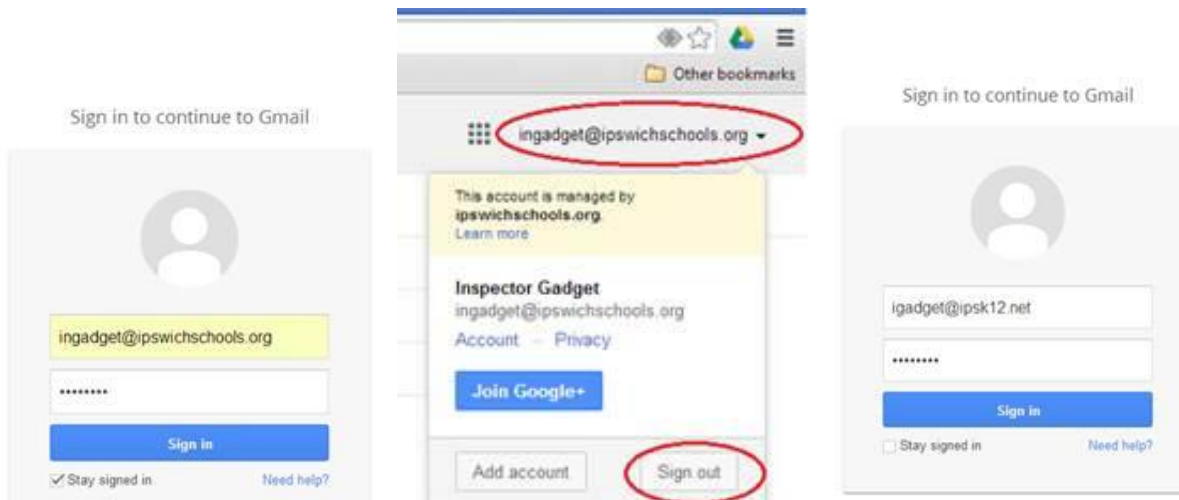
     - iii. Click the "Sign Out" button
     - iv. After you sign out, click "Sign in with a different account"
     - v.   Then click "add account".
     - vi. You will then be able to enter your new credentials. Sign in with:
       "<your new username>@ipsk12.net" using your new password

3. **Will I lose any of my emails, files, calendar items, personal website or contacts?**
   - No.
   - Your emails will all be migrated to your new email account.
   - All of your old network files will be moved to a new location on the network. We will publish an FAQ explaining the new drive connections on the Technology webpage "Tech Tips for Staff" as soon as possible.
   - Google files, calendar, sites and contacts will be migrated to your new Google account. The Google migration takes a few days, so please be patient if you do not immediately see all of your documents.

4. **How do I print using my new account?**
   - Selecting a printer will be much easier in the new system. We will publish the procedure to add a networked printer on the Technology webpage "Tech Tips for Staff" as soon as possible.

5. **What computers will I be able to use with my new account?**
   - You can login to any school PC desktop, laptop, chromebook or thin client with your new login credentials as long as the computer has been updated for the new system. This includes new and old cart laptops, thin clients in libraries or classrooms, desktops in labs and every computer that has the new "Property of Ipswich Public Schools" tag on the front except Apple iMacs and Macbooks.
   - Example tag: 14992
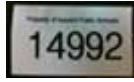
6. **Why is my account changing again so soon after the last change?**
   - The school district has decided to centralize the school network to provide more reliable network services and to consolidate accounts to streamline the use of school applications and online resources. Switching all email and computer login accounts is one of the steps necessary to achieve our ultimate goal of increased reliability, performance, security and convenience.

7. **When will my old account no longer work?**
   - While your old account will still be accessible, any changes made after this weekend will not be carried over to the new account. It is recommended that you sign in to your new account as soon as possible and once you have signed in, do not go back to the old account. All emails sent to your old email address will be automatically forwarded to your new email address for an extended period of time.

8. **What about student login accounts?**
   - All students Grades 3 – 12 will have their own secure network login. Letters will be printed for students and distributed to the student's homeroom teacher (or designated classroom). Grades PK – 2 will have a general login for the class also distributed to the homeroom teacher.
   - The student network login will be synchronized with a Google account as an additional resource for each student unless their parent signs an opt out form.