



For Students

Follow these instructions to be able to create, save, and upload files so they are available from ANY district computer as well as any device with Internet access outside of GPIISD.

*TO USE ONEDRIVE

Ex.- Fred Smith, 987654, Dec. 7, 1997 Username- 987654 Password- Fr1997Sm07

1. Login to the computer as yourself.
Username- Your ID# (6-digit number)
Password- (1st two letters of your first name w/first letter capitalized)(4-digit birth year)(1st two letters of your last name w/first letter capitalized)(2-digit birth date)
2. Open the Chrome browser (OneDrive tends to work better in Chrome).
3. Go to www.gpisd.org, go to Students, and then choose Office 365.
4. Enter your ID# in the form of ID#@gpisd.org, and it should automatically log you in. From outside GPIISD, another login screen will load. You will enter your same login information from Step 1.
5. Click on One Drive. It will go through a short set-up the first time you log in. After set-up, you will see your One Drive and can create, save, and upload files. These files are available to you anywhere with Internet access.

*IMPORTANT SAVING TIP

Please do not save files directly to a GPIISD computer or device. The file(s) will not be available to you unless you are on the exact same computer or device. Use cloud storage.

*MORE OPTIONS FOR SAVING FILES

You do have the option to create, save, and upload into things like Google Drive, Edmodo Backpack, Gaggle Digital Locker. etc. Please use one of these options to make your files more accessible to you either in or out of GPIISD.

*EMAIL

Use your Gaggle email for anything school related. Your email address is YourLastNameID#@gpisd.gaggle.net. This will ensure you can receive and send emails both in and out of the GPIISD network.

*PASSWORDS

Your teacher has the ability to reset your password in Edmodo and Gaggle. The Instructional Media Team is able to reset your Computer/Wi-Fi password, but your teacher must place a work order before contacting them and include your Name, ID#, and Date of Birth (MM-DD-YYYY).