**Student Accounts**

**All 6th through 12th grade students have both a DCS User account (for computer access, wifi login, permissions grouping, and more) and an Office 365 Account for email, One Drive, Teams access, etc. The student accounts are very similar to the faculty accounts for familiarity and interoperability.**

Students' usernames are constructed using the following formula:

**First name, first initial + Last name, first initial + last 6 digits of their lunch number.**

Example: If Amy King's lunch number is 1234567, her computer/wifi username is ak234567, and her email address is ak234567@dcsms.org

Students who need their passwords reset or have issues logging in with these accounts should submit a [help ticket](http://www.dcsdms.org/tickets/) from the DeSoto County Schools website by clicking on Technology Help Desk at the top of the page. Select "Username / Password Issues" from the Help Topic drop-down list.

**Password Complexity Requirements**

There are minimum requirements for password complexity, which must be met when creating passwords. These are requirements for most systems, including DCS User Account (computer login) and Office365 (email). They are as follows:

1. Minimum of 8 characters

Must have 3 of the 4:

Uppercase letters

Lowercase letters

Numerals

Symbols

WITHIN THE FIRST 8 CHARACTERS

For example, Password1 will not work, because the numeral is the ninth character.

1. Cannot contain part of your username
2. Cannot be any of your previous 3 passwords