

Technology Information Sheet

Once your accounts are activated, this is how you will log on:

The **same username and password** is used to log into the following things:

- Your desktop computer and/or PC laptop (Not Chromebook)
- Outlook email (the primary email used in Red Clay)
- Red Clay Google Account (username is your Outlook email address)
- ClassLink (Log in with Red Clay Google Account)

In order to verify if your account has been created, try logging into the **computer** or laptop in your classroom, or log in to Outlook Web Mail (Outlook.k12.de.us) using the default credentials below.

Credentials:

Default username: firstname.lastname@redclay.k12.de.us

- ★ If more than one person in the State has the same name as you, then you may need to add a middle initial or number to your username. Contact the Red Clay Help Desk if you have trouble logging in.

Default password: RC\$Birthmonthbirthyear
ie: RC\$January1991

You will be prompted to change your password. Your new password will be used from that point forward.

After creating your new password for your account, **please wait at least 45 minutes before attempting to sign into Google and ClassLink.**

Technology in your classroom that needs to be fixed?

- Call or email the Technology Help Desk: 302-636-HELP (4357) or helpdesk@redclay.k12.de.us
- Put in a ticket: log into ClassLink launchpad.classlink.com/redclay using your Red Clay account credentials > Click the Incident IQ tile.

Please Note:

- Watch for phishing scams sent to your Outlook email. [External] in the subject line indicates emails are from senders outside of Red Clay. No one will ever ask you to purchase gift cards on their behalf.

All Red Clay users are subject to the following:

1. The State of Delaware's Acceptable Use Policy
2. Board Policies:

5006 – Technology
5008 – District Property

Teachers issued a laptop are subject to:

1. The New Teacher Laptop Agreement

Review all Policies at

redclayschools.com/Page/4569

or Scan the QR Code



SCAN ME