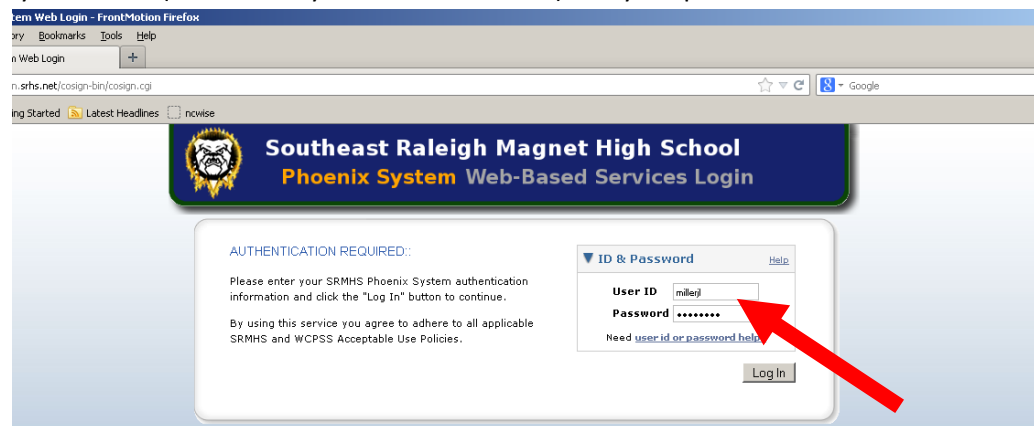


Accessing Student Email and Phoenix (2014-2015)

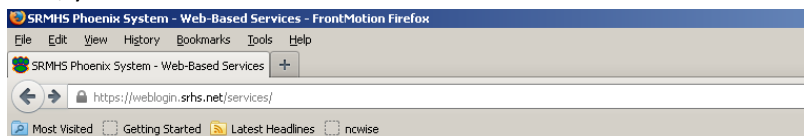
1. Go to the www.srhs.net homepage. (Don't use Internet Explorer unless it's IE9 or higher!)
2. Select Phoenix Login from the top right corner.



3. Enter your userid (which is on your Student ID card) and your password.



- a. Passwords should have been, or will be, given to you in PRIDE (LA).
 - b. Passwords may be reset to something you will remember by clicking "Change Password" after you login.
 - c. Forgotten passwords may be reset in the Media Center.
4. Now, you have choices!



Welcome, [REDACTED]

These are the Phoenix System integrated web-based services that you currently have access to.

- [File Access](#)
- [Google Apps](#)
 - [E-Mail](#) (@students.srhs.net)
 - [Docs](#)
 - [Calendar](#)
 - [Sites](#)
- [Change Password](#)
- [Logout](#)

- a. **File Access:** You can click "File Access" to access any files you have stored in your Phoenix Home Directory. (This is different from your Windows Home Directory. It is

strongly recommended that you use your Phoenix Home Directory because it is MUCH BIGGER than your Windows Home Directory. Also, unlike the Windows Home Directory, your Phoenix Home Directory can be accessed ANYWHERE that there is Internet connection! Avoid the hassle of flash drives, forgotten files, or having to email things to yourself! Save things at home and access them at school!)

- i. From SRMHS Windows 7 computers, you will soon be able to log in to Phoenix and access your files without having to go to the website. This should be available within the first few weeks of school!
 - ii. Files can also be accessed directly at <http://files.srhs.net>.
- b. Email: You can access your student email. (You will have to agree to Google's Terms of Service once.) This is the email account that you are required to use while at school. It is a professional account, given to you as a student at the Magnet School for Leadership and Technology. All of your teachers' and fellow students' email addresses are preloaded for your convenience! (Email can also be accessed directly at <http://webmail.srhs.net/>.)
- c. Docs: You have the ability to create, share, upload, and collaborate on documents, spreadsheets, presentations, drawings, and forms within Google Drive (formerly called Google Docs). Everything housed here can be shared within the SRMHS network, and, again, all email addresses are preloaded. (FYI...when sharing with a teacher, you must use the @phoenix.srhs.net option for our email. It is the same account as our @wcpss.net one, but Phoenix is the one Google Drive recognizes.)
- d. Calendar: You can use Google Calendar to keep track of your assignments and due dates.
- e. Sites: You can make a website through Google Sites for school projects, etc. Keep in mind this is housed on the school server, and thus you must keep it professional!!! This is NOT a private website!

This is also where you may access your PowerSchool information (schedule, grades, etc.)

It is possible to have access to your Phoenix accounts directly on a smart phone. This means that you could sync your student email, school Google Docs, and school Google Calendar to your phones and/or home computers. To unlock this privilege, speak to Mr. Kemp (rkemp@srhs.net). (New Tech students may ask Ms. J. Miller (jlmliller1@wcpss.net).