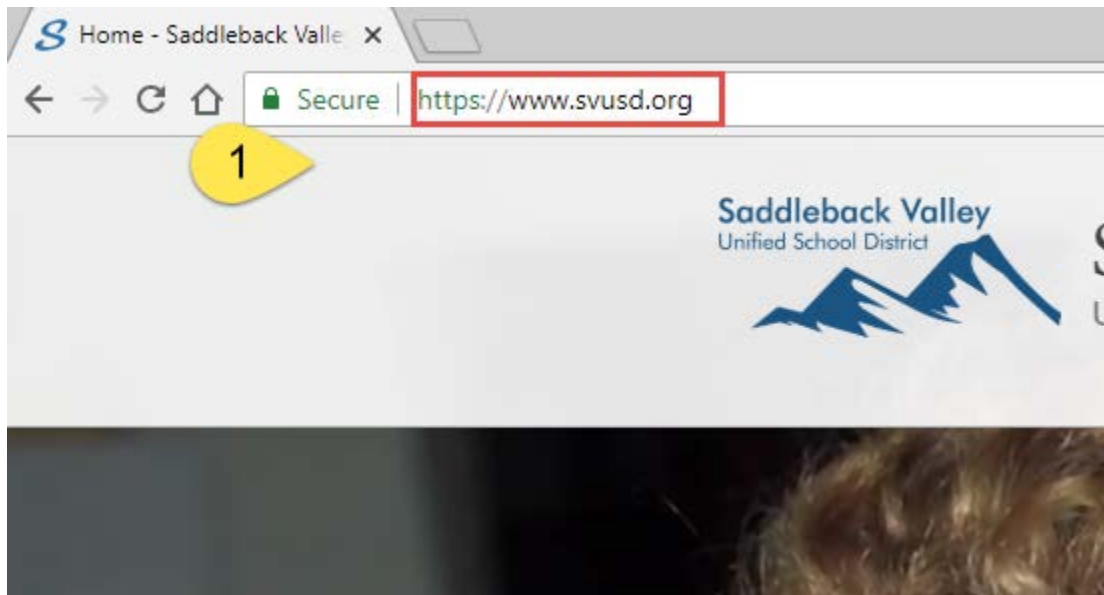


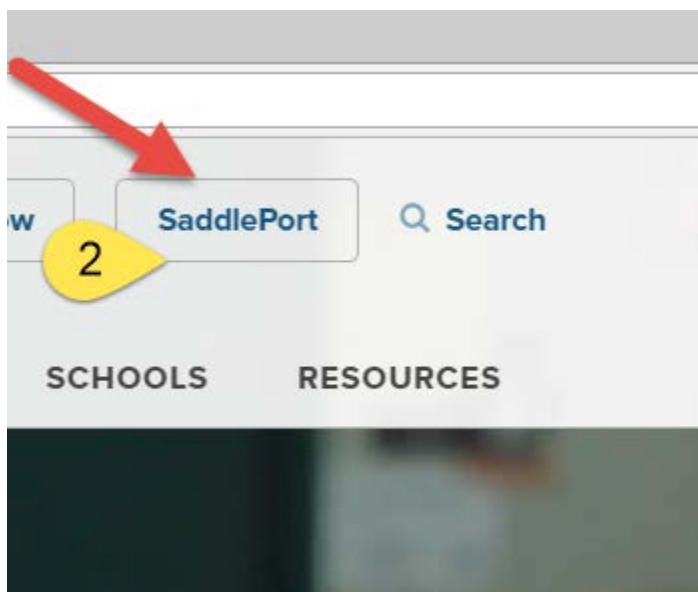
Saddleback Valley Unified School District Login

How to Login

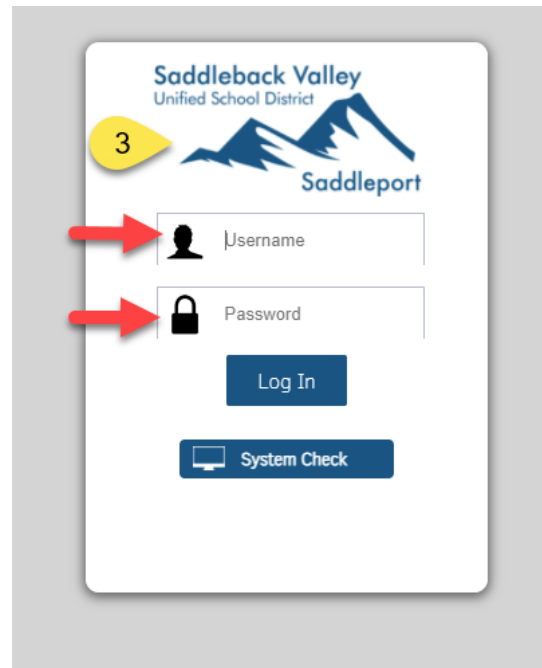
1. Please open an internet browser, (Mozilla Firefox, Google Chrome, or Safari) and go to www.svusd.org



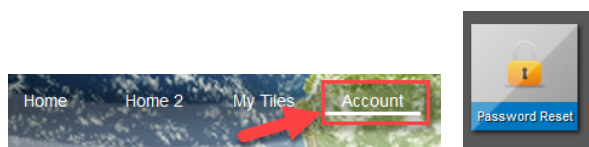
2. Click on SaddlePort button.
(Please contact the Help Desk at [\(949\) 855-4357](tel:9498554357) for Username and Temporary password before you can login.)



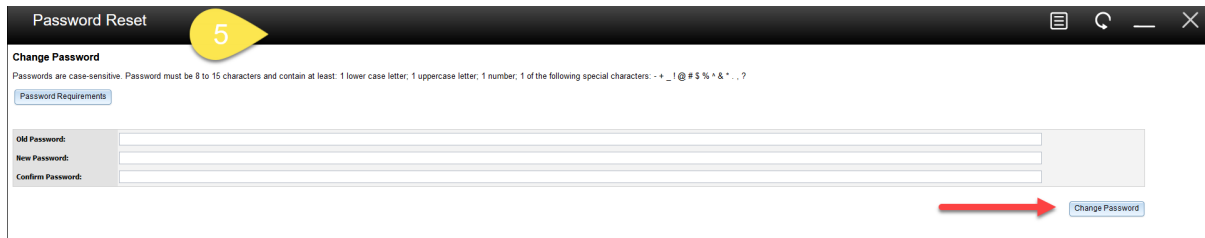
3. Login with the Username and Temporary password obtained from the Help Desk.



4. Once logged into SaddlePort, you are required to change your password. Please create a new login password (follow Password Guidelines). Please go to Account tab below, and click on "Password Reset".

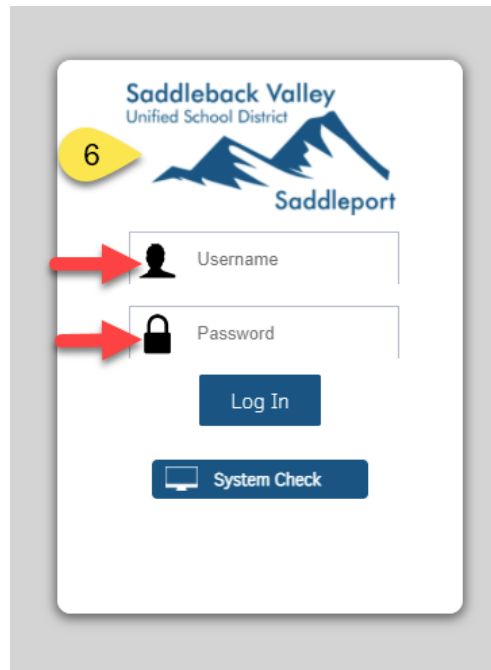


5. Create a password. Your Old Password is your "temporary password". Once you are done, please click "Change Password".



The screenshot shows a web browser window titled "Password Reset". A yellow callout bubble with the number "5" is positioned over the top-left corner of the browser. The page content includes a "Change Password" section with the following text: "Passwords are case-sensitive. Password must be 8 to 15 characters and contain at least: 1 lower case letter; 1 uppercase letter; 1 number; 1 of the following special characters: - + _ | @ # \$ % ^ & * . . ?". Below this text is a link for "Password Requirements". The form contains three input fields labeled "Old Password:", "New Password:", and "Confirm Password:". A red arrow points from the right side of the "Confirm Password" field to a "Change Password" button.

6. Prompt box from SaddlePort: Re-login into SaddlePort with your Username and updated password.



7. Please read thru the “Acceptable Use Policy”, and then key-in your first name and last name initial. Click on “Accept”.

7

Acceptable Use Policy

The screen below is displaying the organization's Acceptable Use Policy. Please review the policy and select the AGREE button. If you do not agree with the policy, please select the DECLINE button and abandon the login process.

**SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT
ACCEPTABLE USE POLICY
RULES AND REGULATIONS FOR EMPLOYEE AND CONTRACTOR USE OF DISTRICT
TECHNOLOGY AND COMPUTER RESOURCES**

The Saddleback Valley Unified School District (“District”) recognizes that technological resources can enhance employee performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting District and school operations, and improving access to and exchange of information. (As used herein, “Technology Resources” means all computer and information technology hardware, software, data and other resources owned, operated, or leased by District including, but not limited to, computers, “Portable Electronic Devices,” workstations, mainframes, software, cabling, switchers, routers, servers, peripherals, networks, accounts, passwords, ID numbers, information systems, any and all data, equipment, or electronic devices, and the applications they support such as email and access to Internet. “Portable Electronic Devices” means any non-stationary electronic apparatus with singular or multiple capabilities of recording, storing, processing, and/or transmitting data, video/photo images, and/or voice emanations. This generally includes, but is not limited to, laptops, handheld computers, Media Players, memory sticks, and any other device with wireless capabilities.)

District Technology Resources are tools to promote educational excellence, innovation, and communication for staff and students. As such, employees and contractors are to use District Technology Resources responsibly and in support of the mission and goals of District and its schools.

Acceptable Use Policy

The screen below is displaying the organization's Acceptable Use Policy. Please review the policy and select the AGREE button. If you do not agree with the policy, please select the DECLINE button and abandon the login process.

While every effort is made to log and monitor all web traffic for inappropriate or offensive content, users should immediately notify their supervisor or the Chief Technology Officer if they access or receive any materials through the District's Technology Resources which are unlawful or offensive to them or which may be offensive to others.

If a user has a legitimate and job-related need to access material otherwise prohibited by the Agreement or which cannot be accessed because of restrictions placed on the material by an Internet blocking or filtering measure, such user should submit a written request to the Chief Technology Officer or designee requesting permission to access specific sites for the purpose of completing such job-related tasks or research.

**SECTION 9
ACKNOWLEDGE AND AGREEMENT**

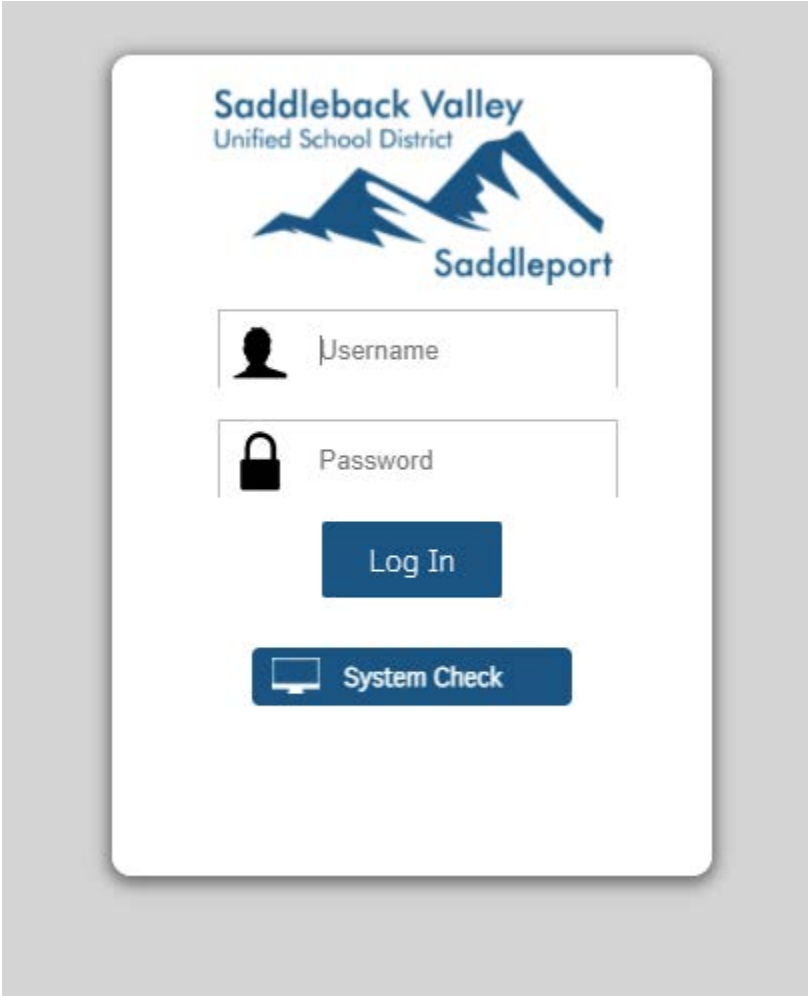
All current employees will be required to acknowledge and agree to the Acceptable Use Policy by signing an electronic agreement through the District website.

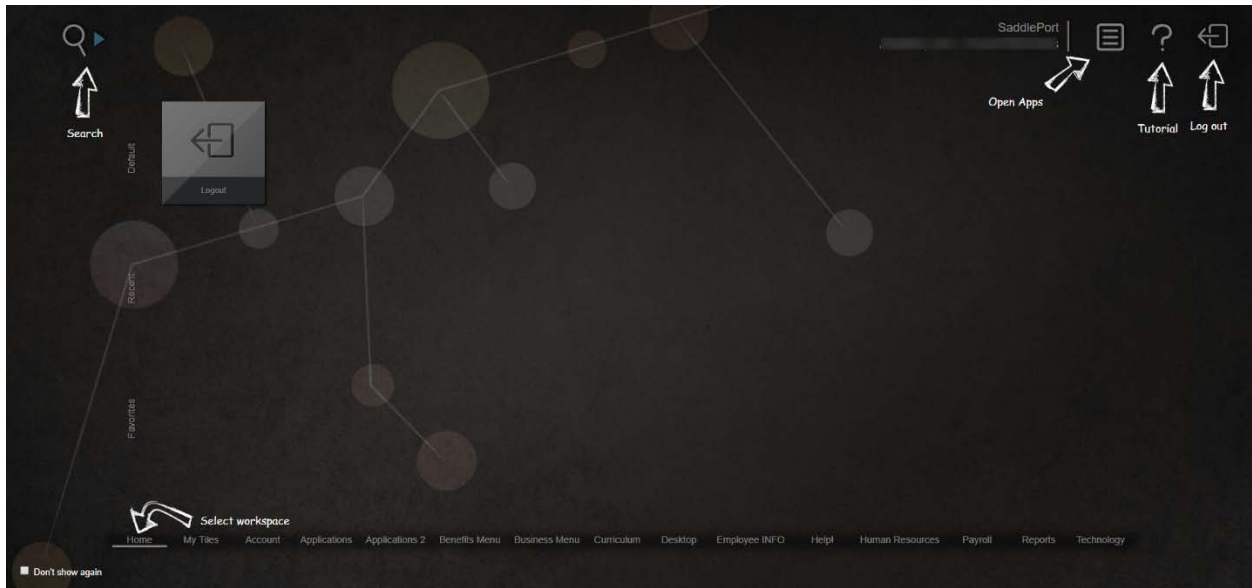
All new employees will acknowledge and agree with the Acceptable Use Policy through the pre-employment process by signing the Employee Permanent Record Form.

Please type your first and last Initial:



Prompt box from SaddlePort: Re-login into SaddlePort with your Username and updated password.

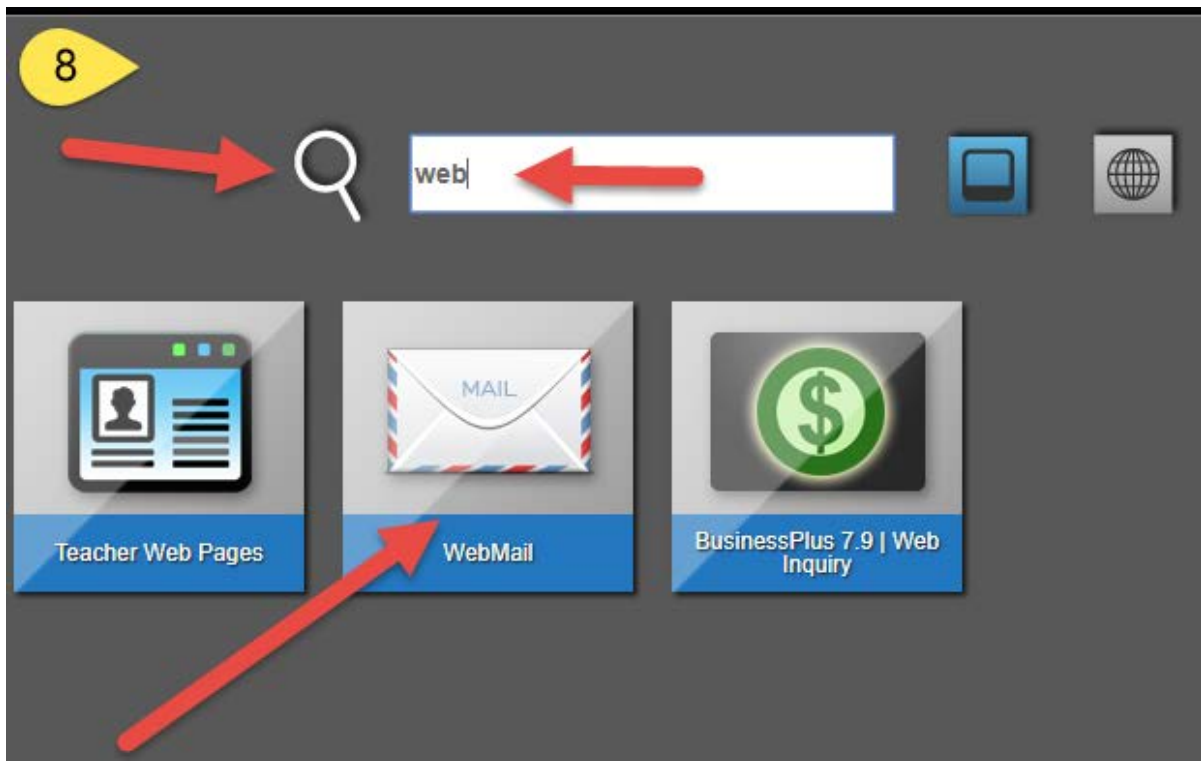




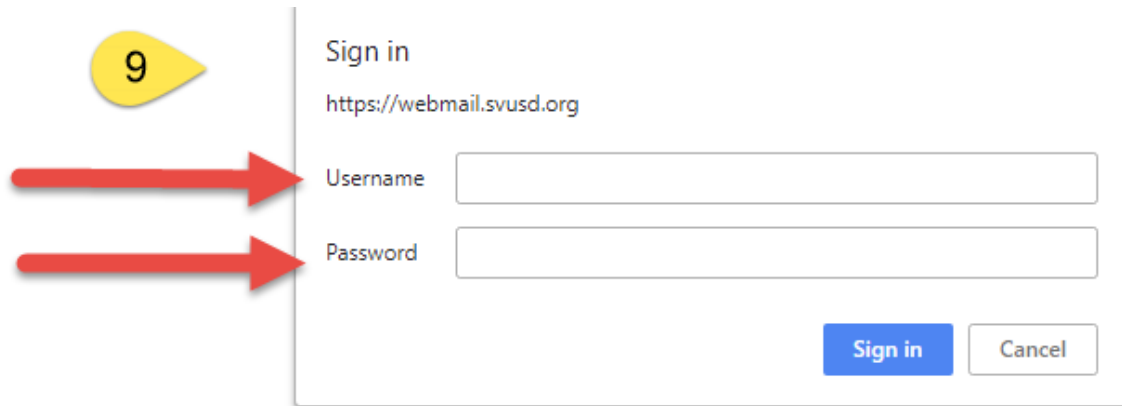
Once you logged in, this is your SaddlePort Workspace.

How to Login to Microsoft Webmail

8. Use the magnify glass (Search), or key-in “WebMail” on your keyboard.
Click on the Webmail tile when it appears.



9. Microsoft Outlook Webmail Sign-In: Username and Password are exactly the same as your SaddlePort Login information.



9

Sign in

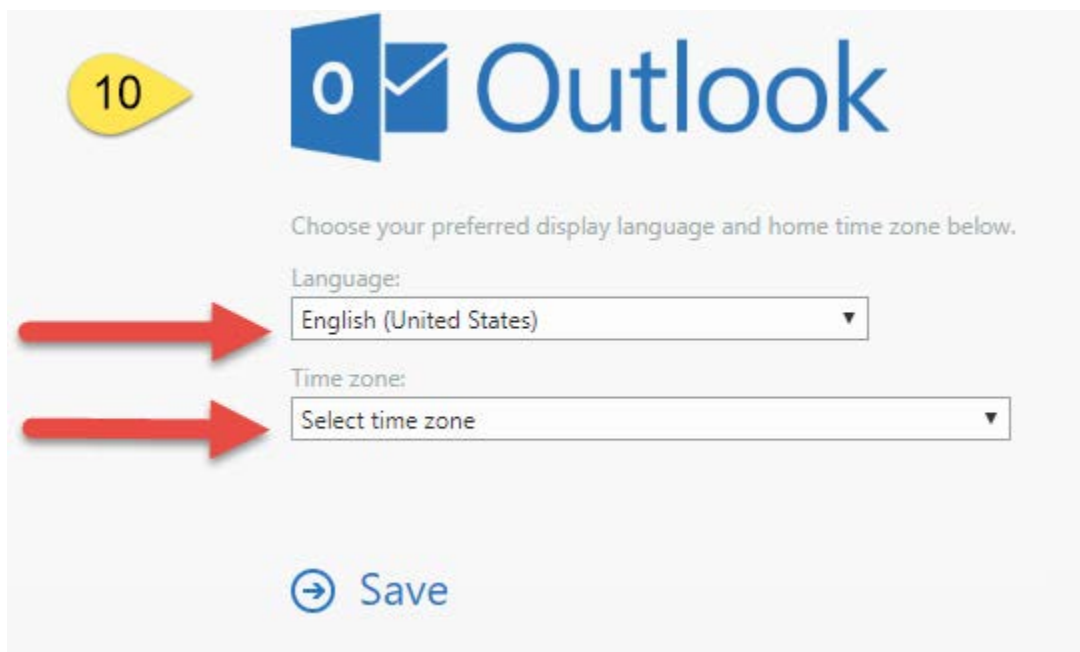
https://webmail.svusd.org

Username


Password

Sign in Cancel

10. Prompt from Outlook Webmail: Select English for language preferences.



10

 Outlook

Choose your preferred display language and home time zone below.

Language:

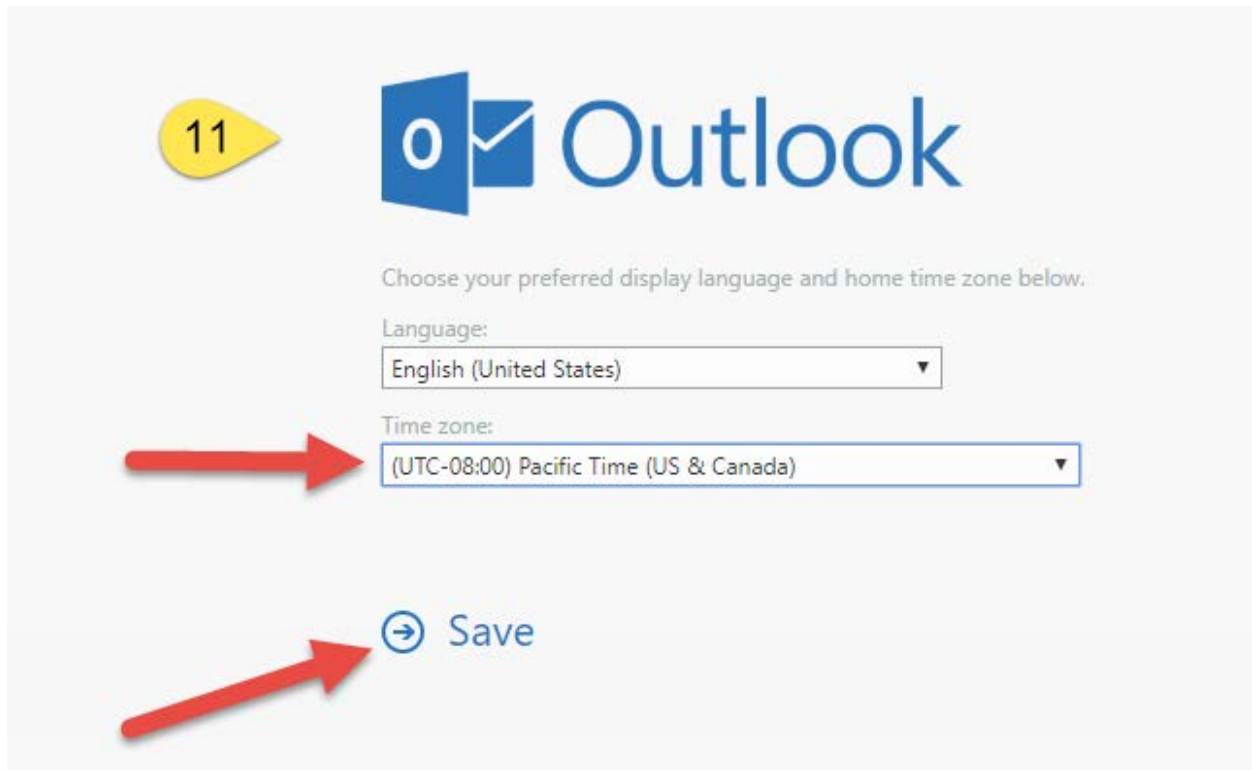
English (United States) ▼

Time zone:

Select time zone ▼

Save

11. Prompt from Outlook Webmail: Select (UTC-8:00) Pacific Time (US & Canada), and click on “Save”.



12. E-mails are located in your “Inbox”.

