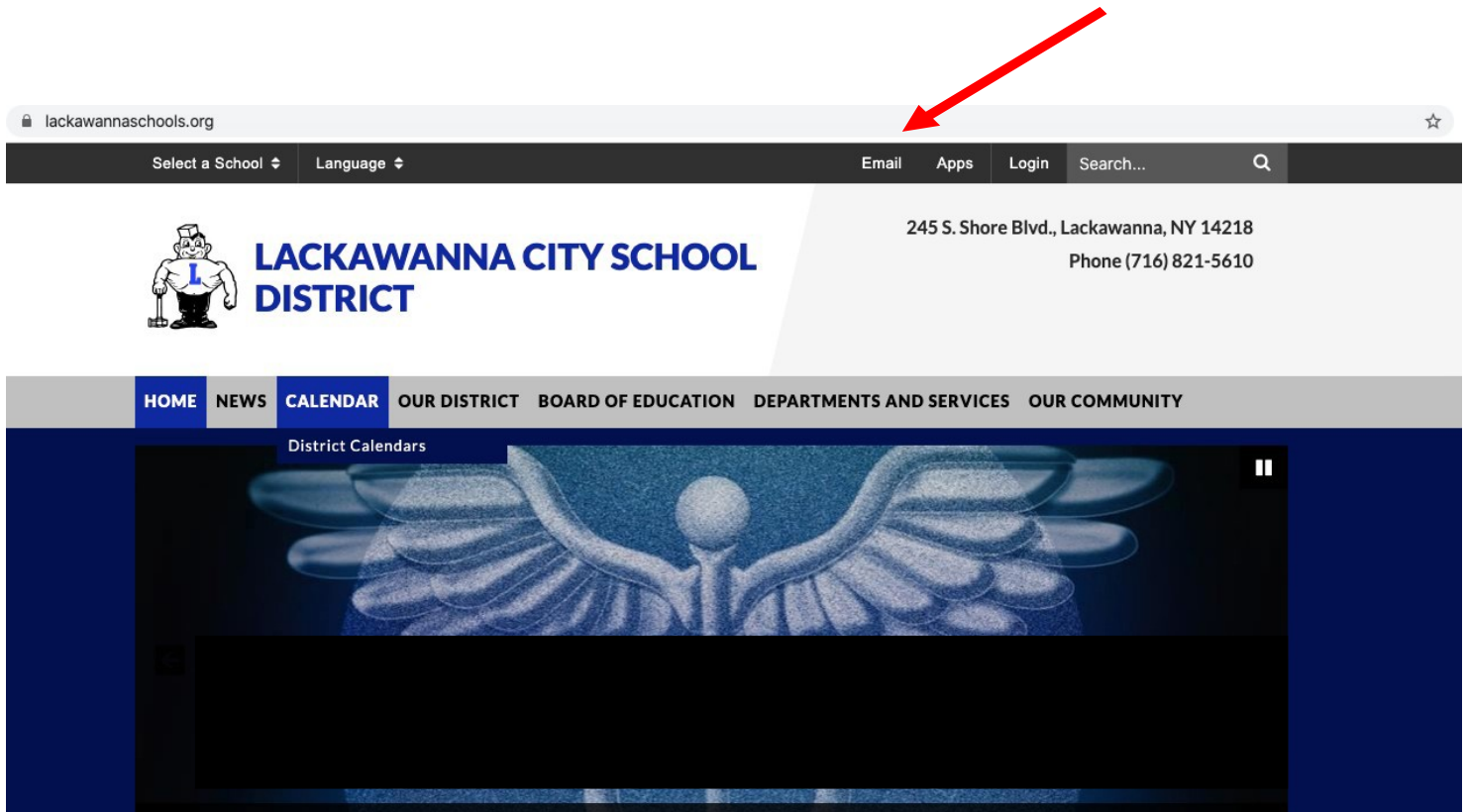


To access your email from a computer:

1. Go to www.lackawannaschools.org
2. Click EMAIL on top of the page to be brought to the login page. ****NOTE: Please see the example below the screenshot for details on your child's login credentials.**



Login credentials format:

Student Username: first letter of first name + first two letters of last name + last four characters of student ID + @lackawannaschools.org

Student Password: pP-YYYYMM

Example login credentials:

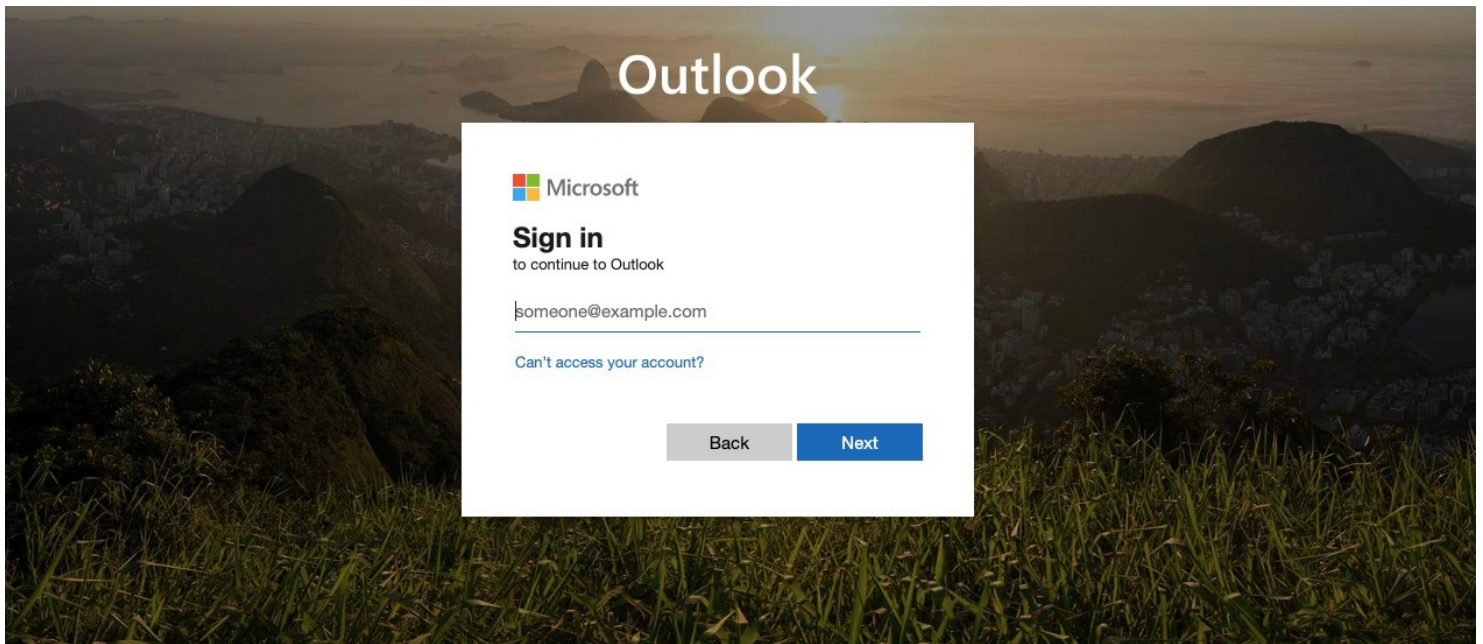
Example Student Name: Harry S. Truman
Example Student Birthday: 05/08/1884
Example Student 900 Number: 900123456

Username: Htr3456@lackawannaschools.org

Password: pP-188405

****NOTE:** The hyphen must be put in between the password.

3. Once you are on the login screen, enter the username, click NEXT



4. Enter your password, Click Sign In.

