

## Instructions for students to claim their Kennewick School District email.

All non-KSD students should do this so they have an active KSD email for scholarship opportunities and other career center info.

If they are a Richland, Connell, Burbank or Finley student they will NOT use this KSD email to enter their Tri-Tech program Google classroom if they are on a chromebook from their home district. They will use their home district email to enter their Tri-Tech Google classroom.

If the out-of- district student is using their own computer or from Pasco or Prosser (using their district computers) they need to claim their KSD email and use it to access their Tri-Tech Google classroom.

Claim their email: <https://accountportal.ksd.org> Initial password is **Student17**

Student's email will be their graduationyear.firstname.last name@ksd.org There are no spaces.

Examples [21.Susan.Smith@ksd.org](mailto:21.Susan.Smith@ksd.org) [22.max.lopez@ksd.org](mailto:22.max.lopez@ksd.org)

If the student has two last names or a hyphenated last name their email will only use the first part of their last name, prior to the first space or prior to the hyphen.

Luis Torres Saines both last names entered in the last name box (going to be a junior)

[22.Luis.Torres@ksd.org](mailto:22.Luis.Torres@ksd.org)

Mark Smith-Barnes (going to be a Senior)

[21.Mark.Smith@ksd.org](mailto:21.Mark.Smith@ksd.org)

Once they get their stuff set up, they can go to ksd.org and go to Student and **Rapid Identity** to get to your Google Classroom and their email

## District Computer/IT Help Information:

### **District Computer IT Department Contact Info:**

Burbank: 547-2136 (district office)

Connell: Scott Borgess 509-234-2021

Finley: Andrew Hathaway 586-3217

Kennewick: Help Desk 222-5555 or [eric.veach@ksd.org](mailto:eric.veach@ksd.org)

Kiona Benton: Help Desk 588-2135

Pasco: Help Desk 543-6710

Prosser: 509-786-2062 ext 2609

Richland: [chromebookhelp@rsd.edu](mailto:chromebookhelp@rsd.edu) or 967-6162