

NEW EMAIL SYSTEM - FirstClass - Web login instructions

1. Go to www.clovis-schools.org
2. Go to Check your email
3. Choose From FirstClass
4. In the Login options, click on "click" in the sentence: FirstClass web interface users click here to login to your FirstClass account.
5. In the User ID, login using your first name, a period, and your last name with NO spaces and NO capitals - all lowercase.
6. Type in the password: changeme
7. If you have not done so already, you MUST change your password from changeme to the password of your choice.
8. To change your password. Go to the FirstClass preferences on the left side of your window. It is located directly below logout.
9. In the window that appears, you will see a paddle lock that is yellow/orange. You may click on the lock or on the words Change Password.
10. Enter your old password (which is changeme) and enter the new password twice. The password must be a combination of LETTERS AND NUMBERS and be at least 6 characters long all lowercase.

YOU MAY CHANGE YOUR PASSWORD AT ANY TIME.