As a follow up to the previous memo introducing the FAST PASS program that is new for 2015-2016. Here is some more information for you to consider.

**STUDENT LOGIN ID CREATION**
The HISD IT team is working diligently to have student IDs created in record time.

As planned, student login IDs will be ready the next morning after the student is enrolled/registered in SIS – Chancery. Please plan accordingly for the influx of registration requests during the first few weeks of the school year.

**PRINTING ID BADGES**
Some campuses have responded to our previous memo with some great suggestions:

1. Printing the student’s SIS/Chancery number or ID on the badge will make it easier for the students to access it on the first few days of school. It is also printed on the schedules.
2. Since the default password will be reset to their birthdate (mmddyyyy), we ask that you do not print date of birth on the ID badges.

**STUDENT PASSWORD RESET ACCESS**
Thank you for all the campuses that have already responded with their campus contacts for student password reset access.

Here are some positions that have been identified around the district for this access:

- Librarians
- Instruc. Coordinators
- Technology Teachers
- Clerks
- IT CSRs
- CATE Teachers
- Dean/Principals
- Secretaries

We suggest that you identify those personnel that tend to be at their desk or station during the school day.

Principals, please name 1-2 campus contacts that can reset password for the students all year long. Submit these names by **July 24th, 2015**, changes can be made at any time by contacting the Technology Service Desk.

**NEED TECHNOLOGY ASSISTANCE? CONTACT THE HISD IT SERVICE DESK**
Phone: 713-892-SERV (7378)  Web: Service Desk Portal at [https://servicedesk.houstonisd.org](https://servicedesk.houstonisd.org)

The Service Desk is open Monday through Friday from 6:30am until 5:00pm CST excluding Houston Independent School District approved holiday. After-hours support is available for emergencies and to report service outages only. Routine requests for services will be handled during the normal business hours.