



**MCMS Digital Learning**  
**How to Get Connected and Stay Connected**  
**Answers to your questions...**



<p>How do I access digital learning and all of my DCSS digital resources on my personal device?</p>	<p>Using Chrome, go to <a href="http://portal.dcssga.org">portal.dcssga.org</a>. At the login screen, use the following username and password combination:</p> <p>Username: First Initial Last Initial Student ID with no spaces (i.e., JD123456)</p> <p>Password: Stu2020!</p> <p>After entering the default password, you will be prompted to change your password. The new password must be at least 8 characters and include 1 Uppercase letter, 1 lowercase letter, 1 number and 1 special character.</p> <p>Once you're logged in to portal/classlink, you will be able to access Google Classroom, Meet, Gmail, Docs, etc.</p>
<p>How do I login to the device that I checked out from the school?</p>	<p>When you turn on the device, you will be prompted to login to the device by clicking Next. You will then reach the Portal login and will follow the steps from the box above for logging in.</p> <p>When you are finished for the day, click the red sign out on the bottom right near the clock. Once you are logged out, Shut Down will appear on the bottom left.</p>
<p>I've logged in and accessed Google classroom, but I'm having trouble submitting assignments. What do I do?</p>	<p>Make sure you are signed out of all personal Google accounts on your device. Google Classroom does not "play nice" with personal Gmail and Google Accounts.</p>
<p>Where do I find my student email?</p>	<p>Student emails are now gmail accounts. You can click on Gmail to see any emails. Your email address is typically <a href="mailto:firstname.lastname@s.dcssga.org">firstname.lastname@s.dcssga.org</a>.</p>
<p>What if my camera or mic stops working or I have other issues?</p>	<p>A good troubleshooting tip is to always try shutting down and restarting the device. It's amazing what turning off a device can do!</p>
<p>What if I can't login or I'm still having trouble? Who should I contact?</p>	<p>Our media specialist is here to help! Start by emailing Ms. Jennifer Baker at <a href="mailto:jennifer.baker@dcssga.org">jennifer.baker@dcssga.org</a>.</p>

**All students should setup a password recovery option in Classlink. Here are the steps:**

- In ClassLink click on your profile icon in the top right.
- Click My Profile.
- Click Password Recovery Setup.
- Complete this section. This will allow you to reset your password as needed.