

GETTING STARTED WITH EMAIL, WEBTOP, and WVLEARNS

To check your email, go to <http://login.microsoftonline.com>

Type your @stu.k12.wv.us email address.

Type your password. Click Sign In.

If you do not have your student email or password, please contact matriple@k12.wv.us or your home school.

Click Outlook to check your email.

To change your email password, go to <http://wvde.k12.wv.us>

Click WebTop Portal.

Your username is the part of your email address that comes before @stu.k12.wv.us or type in your entire email address.

Your password is the same as your email password.

Click Portal. Click User Profile. Click Change Password tab.

Type the Old Password, which is the same as your email password.

Type your First Initial last name and four-digit lunch number for your New Password. For example Mtriplett0659.

Confirm New Password with First initial last name and four-digit lunch number your long lunch number.

Click Submit. Click Log Out. Click Here. Click Here to Log Out. Close all of your browsers.

Your webtop password and your email password have been changed.

By using <http://wvde.k12.wv.us>, you can log in to your email and Office 365 applications using the Office 365 link.

You can log in to wvlearns and access your virtual courses or you can use the url <http://wvlearns.k12.wv.us>.

You can access WVDE or use the url <http://wvde.us>.

There are a lot of buttons on this site that are intended for educators that you will not have access to.

Go to <http://wvlearns.k12.wv.us>

Type your email address and its password.

Click Login.

Under My Courses, click on your courses.

Your courses will appear when they have been added to the master schedule.

Your classes will begin on September 8.

When you click the envelop icon and then email, you can send an email and upload attachments.

When you click Settings, you can put in your email signature line and the name of your school. For example,

Mary Ann Triplett

Clay County Virtual School

When you click the button with your name or picture, you can click Profile.

On this page, you could upload a photo that will display instead of your initials. For those of you who prefer to use your middle name, you might put that in the Nickname box. Please complete contact information, so your teacher has this information in the platform. Although this is a secure site that can only be seen by your virtual teachers, as of now, I would share no other information unless it is asked of you during your class. Just because a page asks for information, does not mean you need to share that information. Remember to click SAVE to save the changes you make to this page.

You can click on Notifications. Go to Summary of Activity and change how often to weekly, so you will get a weekly progress report in each of your courses. You can also check which notifications you would like to see. Remember to click SAVE to save the changes you make to this page.

You can click on Account Settings. On this page, you can change the font size to make it comfortable for your reading.

You can also make sure that you are in the correct time zone – GMT - 5:00 United States - New York. Remember to click SAVE to save the changes you make to this page.

Remember to always log out of your wvlearns courses, your webtop, and your email for security purposes.

Please contact matriple@k12.wv.us with your questions or concerns.