

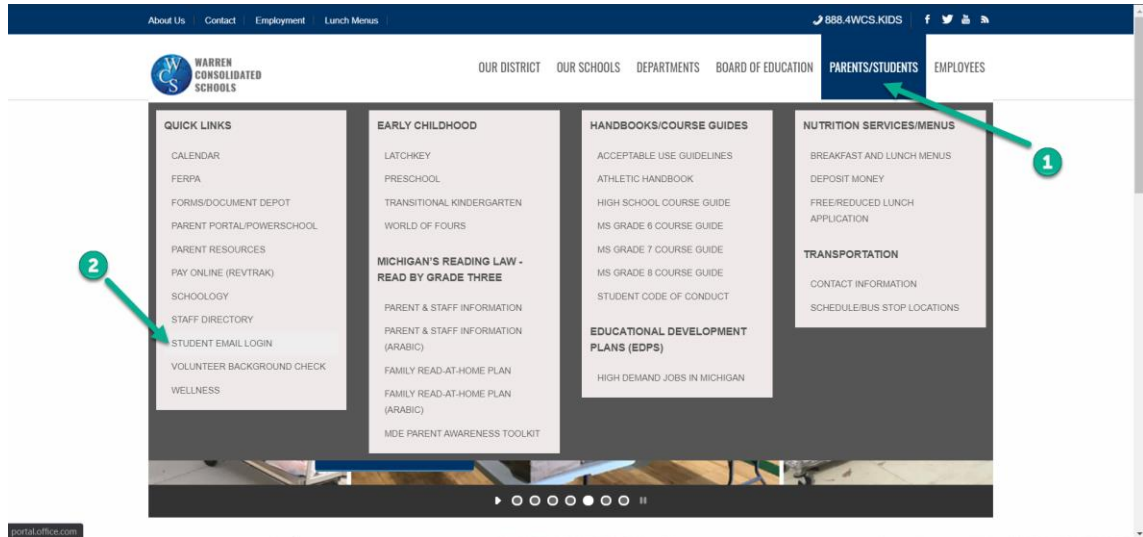


# Warren Consolidated Schools Secondary Student Email Login Directions

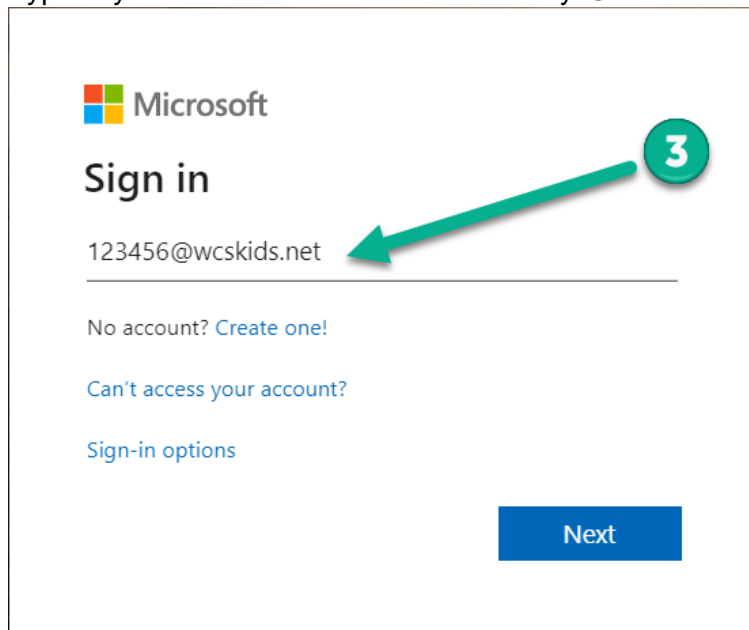


Begin at the WCSKIDS.net

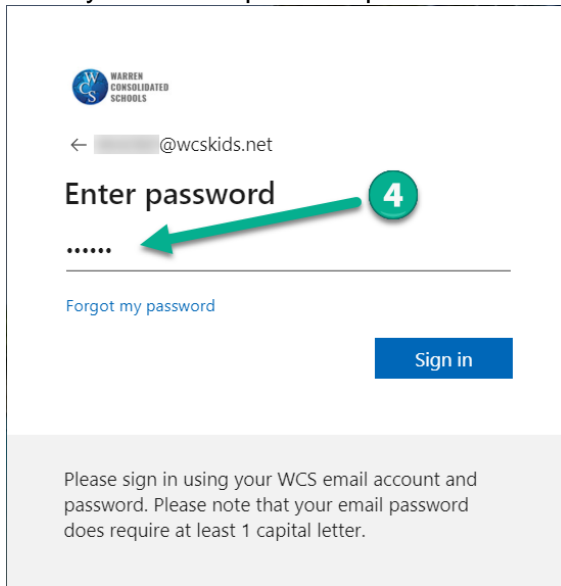
1. Select the PARENTS/STUDENTS tab at the top.
2. Select STUDENT EMAIL LOGIN.



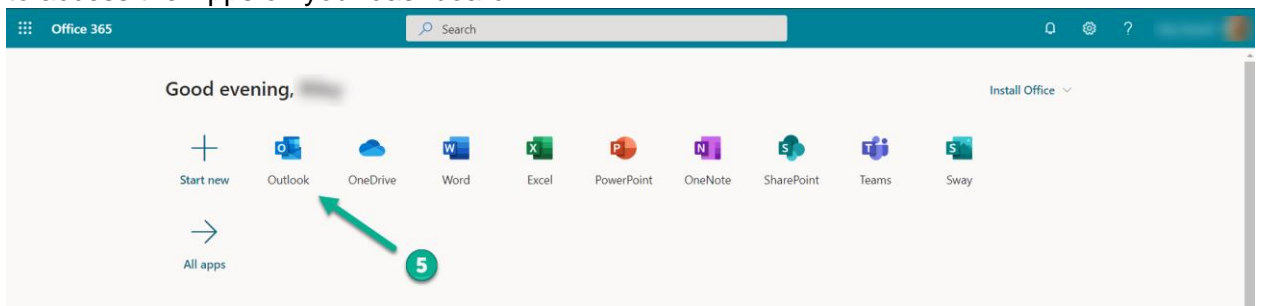
3. Type in your student ID number followed by @wcskids.net (ex. [123456@wcskids.net](mailto:123456@wcskids.net)).



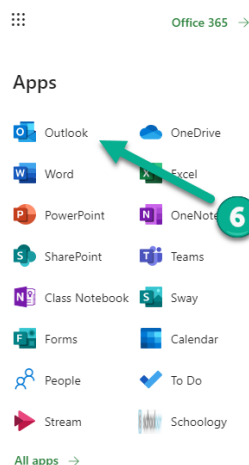
4. Enter your district-provided password in all CAPS (ex ABC123).



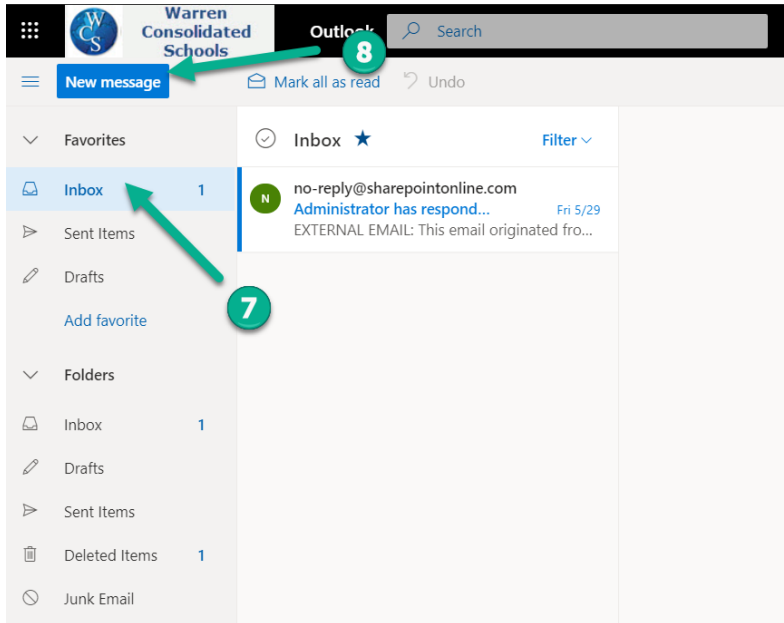
5. This will take you to your Office 365 dashboard. This dashboard contains many useful programs available to WCS students, including Outlook (email). In the upper left corner, select the “App Launcher” sometimes referred to as the “Waffle” that can also be used to access the Apps on your dashboard.



6. Select “Outlook” to go to your email inbox.




- Select "Inbox" to view emails that were sent to you.
- Select "New Message" to send an email to someone else.



## Forgot your password?

Go to <https://www.wcs.k12.mi.us/documentdepot/se/forms/27/Lookup.aspx> and fill in the following fields:

- Student ID # - 6 digits.
- Your house number – just the numbers of your home address.
- Student Date of Birth – must be in mm/dd/yyyy format (ex.12/31/2020).



**Warren Consolidated Schools**  
Document Depot

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Home

- Student Activities (Athletics)
- Budget/Finances
- Human Resources
- Nutrition Services
- OCI
- Public Relations
- Special Education
- Student Affairs
- Transportation

Student Email Password Lookup

Please enter the following Parameters:

Student Number:  1

House Number:  ex: 12345 for address 12345 Main Street

Date of Birth:  (mm/dd/yyyy)

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