

Guest Teacher - Self Service Instructions (email)

To look up what your username and email address is, and to set your initial password (which works for everything except the Leave Management System / SmartFindExpress):

To determine your username used for most Lee Schools applications (except LMS/SmartFindExpress) and to log onto a computer, to PeopleSoft <http://peoplesoft.leeschools.net> to access Payroll information and for course enrollment, and to access your e-mail at <https://outlook.com/owa/leeschools.net> etc., go here to the self-service portal look up your username and to set your unique (8 character or more) password:

<http://selfservice.leeschools.net>

1. **Look up my Username.** The username is not case sensitive. This username will be used for most Lee Schools applications other than Leave Management System / SmartFindExpress. Note that your username is nearly the same as a shorter version of your e-mail address. The e-mail address has @leeschools.net appended to the username, such as johnd@leeschools.net. The actual username in this case is simply "johnd."
2. **Change My Password.** (Your initial password is your **9-digit employee ID (DID) number**. Once you log in the system will tell you that your password has expired and **you must change it**. Click the Change Password button and proceed to the next screen.
3. For old password, type in your 9-digit employee ID (DID), then enter your new unique password (twice) which must be at least 8 characters long. No special characters are required. Moving forward, you cannot reuse your last 6 passwords.

Note: Passwords expire every 90 days and in most cases, you will be prompted to change it. If after 90 days you find that your password no longer works, simply go back to the <http://selfservice.leeschools.net> portal and choose Change my Password and it will prompt you to change it.

If for any reason you do not remember your password or are having trouble resetting it, choose the other option, I Forgot My Password and it will ask you a few security questions and then give you a temporary password of "password" and then you will have to reset it to your own unique 8-character or more password using the Change My Password options or by going to <http://checkname.leeschools.net>. If all else fails, please call the Help Desk at 239-337-8221 for password assistance.

Another change for 2020 is that guest Teachers have access to Microsoft Office only through the web version. The full Office application will not be installed on a workstation as in past years.

To access any of the Office applications such as Outlook, Word, or Excel, simply go to <http://office.microsoft.com>, click the Sign In button at the top right, and enter your Lee Schools email address, which is your username followed by @leeschools.net (i.e. johnd@leeschools.net) as shown in the example below. Note, for just accessing e-mail, <https://outlook.com/owa/leeschools.net> can still be used as in past years. Install Office is not available as a download.

The screenshot shows the homepage of the Lee County Schools Password Self-Service portal. At the top, there is a navigation bar with the URL <http://selfservice.leeschools.net>. Below the navigation bar, the page title is "Lee County Schools Password Self-Service". Underneath, there is a section titled "Self-Service Options:" with four buttons: "I Forgot My Password", "Look up my Username", "Change My Password", and "My Password No Longer Works". Each button has a question mark icon to its right. At the bottom of the page, there is a note: "* Note all District passwords expire after 90 days, and require a password change." and a footer with the copyright information: "© 2012 Microsoft Corporation. All Rights Reserved. | About."

The screenshot shows the "I forgot my password" page of the Lee County Schools Password Self-Service portal. The page title is "Lee County Schools Password Self-Service" and the subtitle is "I forgot my password". Below the subtitle, there is a section titled "Self Service : Reset Password". The page contains several security questions and input fields: "Please answer the questions to the right. Once you have answered the questions press the Reset Password button." followed by "What are the last four digits of your Social Security Number?", "What is your last name?", and "What is your username?". There is also a dropdown menu for "Please choose your location from the drop down below." with the text "Please select your location...". A note at the bottom states: "*Note: Substitute / Guest Teachers - Please choose 'Substitute / Guest Teachers' from the Drop Down Menu." At the very bottom, there are two buttons: "Reset Password" and "Cancel". A small note above the buttons says "Your responses are sent using a secure method."



Sign in

johnhd@leeschools.net

No account? [Create one!](#)

Sign in with a security key

Sign-in options

Next

Good afternoon

~~Install Office~~



Start new



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class
Notebook



Sway



Forms



All apps