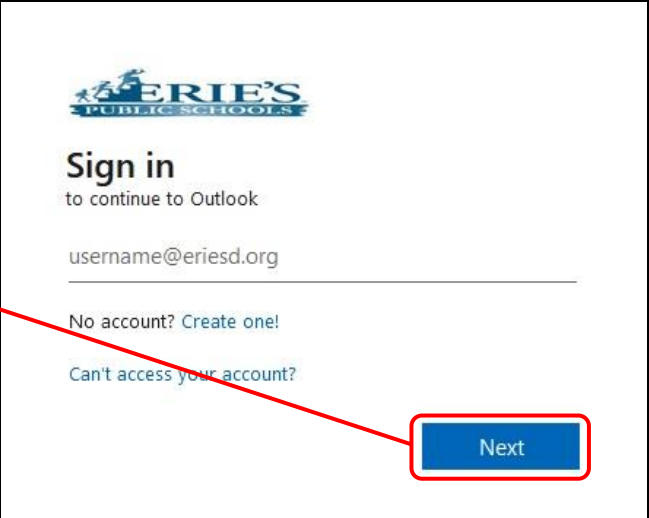



Logging into Erie's Public Schools Web Mail

Please complete the following steps to login to your **Erie's Public Schools** mail account.

Accessing Your EPS Mail Account

<p>To access your EPS Mail Account:</p> <ol style="list-style-type: none"> 1. Open your web browser to the Erie's Public Schools web site at https://www.eriesd.org. 2. From the menu bar at the top of the screen, click on the WebMail Login link. 	
<p>From the Sign In window that appears:</p> <ol style="list-style-type: none"> 1. Enter your full email address (including the @eriesd.org) 2. Click Next. 	 <p>The screenshot shows the 'Sign in' window with the Erie's Public Schools logo at the top. Below the logo, it says 'Sign in to continue to Outlook'. There is a text input field containing 'username@eriesd.org'. Below the field are two links: 'No account? Create one!' and 'Can't access your account?'. At the bottom right, there is a blue button labeled 'Next' which is highlighted with a red box. A red line connects the 'Next' button in the screenshot to step 2 of the instructions in the left column.</p>
<p>From the Enter Password window that appears:</p> <ol style="list-style-type: none"> 1. Enter the Default Email Password. 2. Click Sign in. 	 <p>The screenshot shows the 'Enter password' window with the Erie's Public Schools logo at the top. Below the logo, it says '@eriesd.org'. Below that is the text 'Enter password' followed by a password field filled with dots. At the bottom left, there is a link 'Forgot my password'. At the bottom right, there is a blue button labeled 'Sign in' which is highlighted with a red box. A red line connects the 'Sign in' button in the screenshot to step 2 of the instructions in the left column.</p>

Update Your Password:

Once you have successfully logged into your EPS mail account, you will need to **Update Your Password**. To update your password:

1. Enter your **New Password**.
2. **Confirm** your new password.
3. Click **Sign in**.

Note: Your new password must be a minimum of 8 characters in length and contain at least 1 capital letter.



@eriesd.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

New password

Confirm password

Sign in

More Information Required:

From the **More Information Required** window that appears, click **Next**.



bwilly@eriesd.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Keep Your Account Secure:

You will need to prove who you are by answering a call or text message on your phone. From the **Keep your account secure** window:

1. Enter the phone number you would like to use.
2. Choose either **Text me a code** or **Call me**.
3. Click **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) 814-888-8888

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service and Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

[Skip setup](#)

4. Enter the 6 digit code you received on your phone via call or text message.
5. Click **Next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 814-882-0093. Enter the code below.

[Resend code](#)

[Back](#) [Next](#)

[I want to set up a different method](#) [Skip setup](#)

SMS – Phone Verification


You will receive a message stating that your phone was registered successfully.

1. Click **next**.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

[Next](#)

Success!

Once you have successfully setup your security information, click **Done** to continue signing in to your EPS email account.

IT Support

EPS Mail Access:

If you cannot access your **EPS Mail Account** after completing the steps above, please submit a support request via email to epssupport@eriesd.org.