



P.O. Box 775  
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208-354-2207

# Teton County School District #401

Dear New Staff member:

Welcome to Teton County School District #401! We are delighted to have you as part of our team.

Your district email address will be your first initial plus your last name @d401.k12.id.us. Please get in the habit of checking your email daily our announcements are now paperless. We need to change your computer to your new profile, and we will be taking care of that ASAP.

We have a district web page at <http://tsd401.org> and you are able to check your email remotely from this page. On the top of the page, you will see District Links, choose District email access. You will need to type your network login (first initial, last name) and your network password.

The district needs to have a network password for your email. Please fill out the bottom section of this letter and return it to Marcia Kunz. We can't set up your account or change your profile until we have this information. The password may be up to 8 characters, letters and/or numbers. This password will be confidential and treated as such.

Thank you

Name \_\_\_\_\_ Password \_ \_ \_ \_ \_

