Paulding County School District
Substitute Account New User Credential Sheet

New User Credentials -

Please note that your username and initial password are based on the information you provide HR. If you provided a preferred first name (as opposed to your legal first name) that is the name your credentials will utilize. Please note the last name on your social security card is utilized.

Your username – is your first initial of first name + first initial of last name + your complete employee ID @ paulding.k12.ga.us

Your initial password: Capital First Initial of first name + Capital Middle Initial of middle name (if it exists on your social security card) + Capital first 2 letters of last name + employee ID.

> **Example:**
> - Employee name: Anne Marie Winner
> - Employee ID: 12345
> - Email/Username = aw12345@paulding.k12.ga.us
> - Username = aw12345
> - Password = AMWI12345

Upon initial login, you will be required to change your password, select a secure password you can remember but others cannot guess. Never share your password.

Passwords must be eight characters long, cannot be a previously used password, cannot contain the username, and must include **three** of the following items:

> - Uppercase letter [A-Z]
> - Lowercase letter [a-z]
> - Number [0-9]
> - Special Characters [!,#,$]

To activate your credentials, click or paste this link in your browser https://paulding.tedk12.com/records