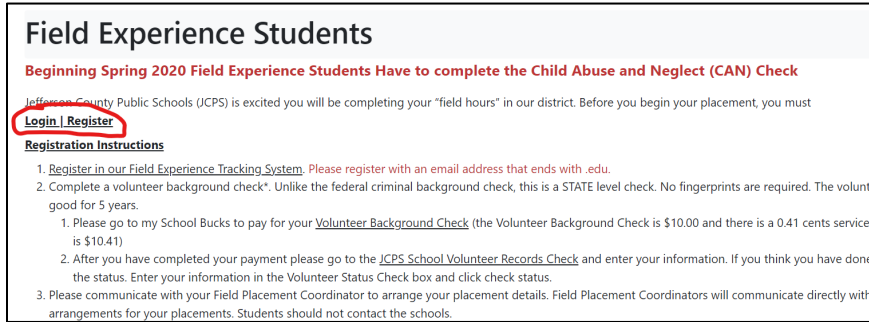


JCPS Portal Log-In Trouble Shooting

Having issues logging into your JCPS portal account? Follow the instructions below to regain access.

1. Navigate to: <https://apps.jefferson.kyschools.us/StudentTeachers/Field>
2. Click **“Login/Register”**



Field Experience Students

Beginning Spring 2020 Field Experience Students Have to complete the Child Abuse and Neglect (CAN) Check

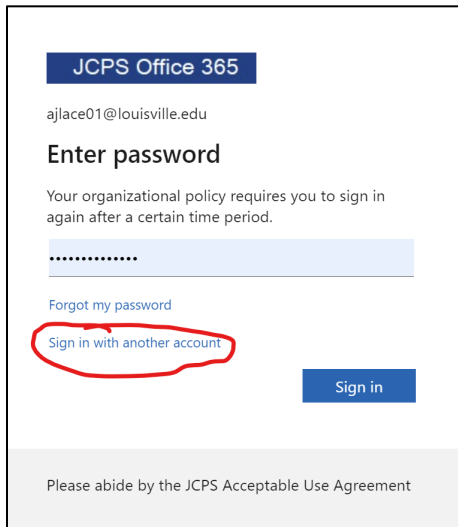
Jefferson County Public Schools (JCPS) is excited you will be completing your "field hours" in our district. Before you begin your placement, you must

Login | Register

Registration Instructions

1. Register in our [Field Experience Tracking System](#). Please register with an email address that ends with .edu.
2. Complete a volunteer background check*. Unlike the federal criminal background check, this is a STATE level check. No fingerprints are required. The volunteer background check is good for 5 years.
 1. Please go to my School Bucks to pay for your [Volunteer Background Check](#) (the Volunteer Background Check is \$10.00 and there is a 0.41 cents service fee for each check is \$10.41)
 2. After you have completed your payment please go to the [JCPS School Volunteer Records Check](#) and enter your information. If you think you have done this the status. Enter your information in the Volunteer Status Check box and click check status.
 3. Please communicate with your Field Placement Coordinator to arrange your placement details. Field Placement Coordinators will communicate directly with placement coordinators for your placements. Students should not contact the schools.

3. If you already have an email address on the log-in page, attempt to log in with your U or L password. If you get an error, click **“Sign in with a different account.”**



JCPS Office 365

ajlace01@louisville.edu

Enter password

Your organizational policy requires you to sign in again after a certain time period.

.....

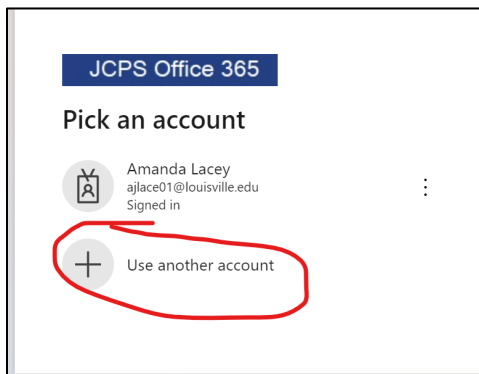
[Forgot my password](#)

Sign in with another account

Sign in


Please abide by the JCPS Acceptable Use Agreement

4. Click **“Use another account”**



JCPS Office 365

Pick an account

 Amanda Lacey
ajlace01@louisville.edu
Signed in

+ Use another account

5. Click **“Create one!”** next to **“no account?”**

JCPSS Office 365

Sign in

Email, phone, or Skype

No account: [Create one!](#)

Can't access your account?

Back Next

Please abide by the JCPSS Acceptable Use Agreement

6. Enter in **your alphanumeric U of L email address** (the one with the numbers and letters) and click next. It will ask you for your password. **Sign in using your U of L password.**

JCPSS Office 365

Create account

Enter the email you'd like to sign up with.

ajlace01@louisville.edu

Back Next

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7. You should now be able to access the Portal System and update your information as needed.