



Archbishop Alter High School Information Technology Team

Student Technology Resources Login Guide

Alter Email Account

1. From the Alter website (www.alterhs.org), select the **QuickLinks** menu at the top of the page, then click **Email Login**.
2. In the **Windows Live ID** field, enter your new email address in the following format:
First 6 letters of last name, first initial of first name, first initial of middle name@alterhs.org
(without spaces and punctuation)
3. In the **Password** field, enter your password in the following format:
Your student ID#, first initial of first name, first initial of last name
(without spaces and punctuation)

Example for John R. Smith, with student ID# 16123

Email Address: smithjr@alterhs.org Password: 16123js

4. After logging in successfully, you will be required to change your password.

Alter Network

Alter network resources are available by logging in from any computer in the building. Default login credentials are provided below:

Username: **alt_STUDENTID#**

Password: **Your student ID#, first initial of first name, first initial of last name**

Example for John R. Smith, with student ID#16123

Username: alt_16123 Password: 16123js

RenWeb

1. From the Alter website (www.alterhs.org), select the **QuickLinks** menu at the top of the page, then click **RenWeb Login**.
2. On the page that appears, click the **Create New ParentsWeb Account**.
3. In the **Email** field, enter your Alter student email address in the format you used in the above instructions.
4. An activation link will be sent to your email account. Check your email for the message which will allow you to create your password and provide further login instructions.

QUESTIONS? If you have any questions, or have problems accessing any of your accounts, please contact:

Email: **Helpdesk@alterhs.org**

Phone: **(937) 428-5473**