

# Email Login Instructions for New Users

For most new users the email format is as follows:

Email Address: First Initial, Last Name @ richardsisd.net

Password: RISD plus your lunch number (RISD is all Caps)

**For Example:**

**Student name: Johnny Panther**

**Student Lunch Number: 1234**

**Email address: [jpanther@richardsisd.net](mailto:jpanther@richardsisd.net)**

**Password: RISD1234**

In some cases users have the same first initial and last name, in these cases the letters in the first name are used until the first different character. The password is not affected in these situations.

**For Example...if Johnny Panther has a brother named Justin Panther...their email addresses would be as follows:**

**Johnny's email: [jopanther@richardsisd.net](mailto:jopanther@richardsisd.net)**

**Justin's email: [jupanther@richardsisd.net](mailto:jupanther@richardsisd.net)**

**One more example would be if Johnny and Justin also had another brother and sister named Joseph and Jolene Panther, respectively. Their email addresses would be as follows:**

**Johnny's email: [johpanther@richardsisd.net](mailto:johpanther@richardsisd.net)**

**Justin's email: [jupanther@richardsisd.net](mailto:jupanther@richardsisd.net)**

**Joseph's email: [jospanther@richardsisd.net](mailto:jospanther@richardsisd.net)**

**Jolene's email: [jolpanther@richardsisd.net](mailto:jolpanther@richardsisd.net)**