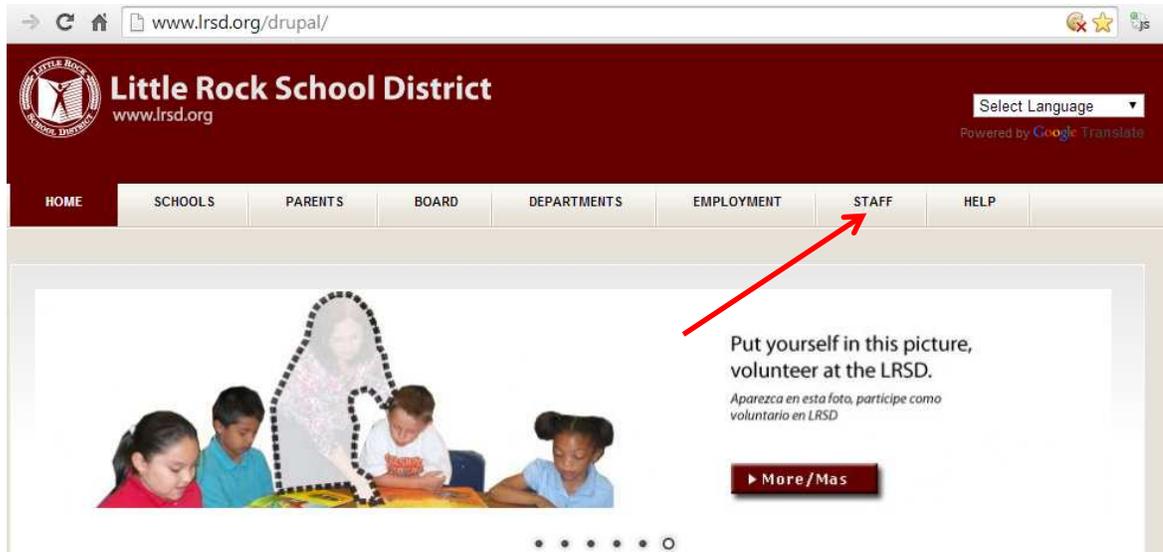


# Registering in the New Staff Lounge.

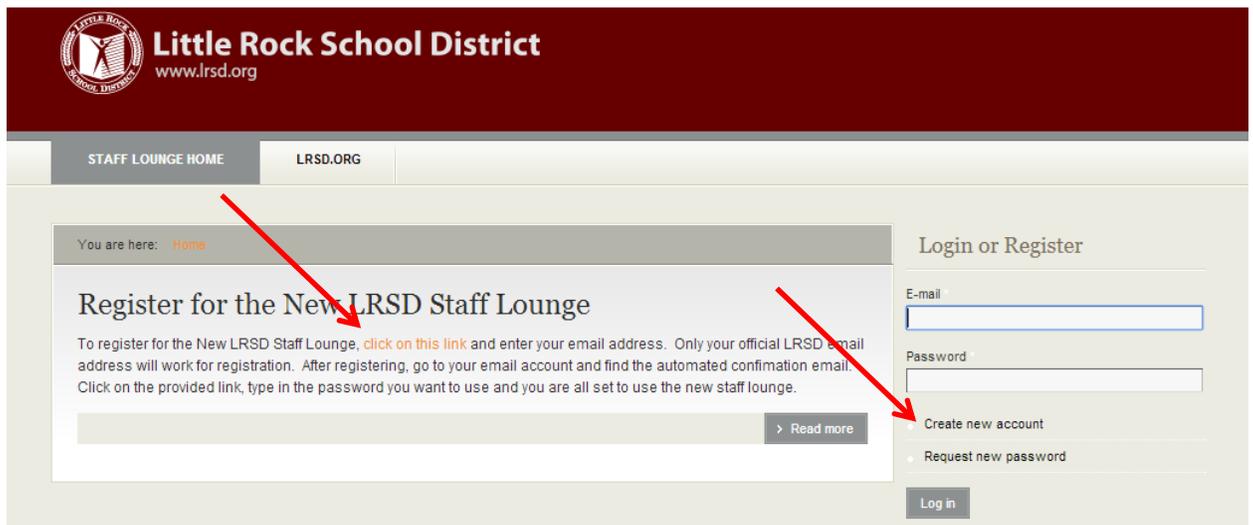
## Detailed Steps

The LRSD staff lounge has changed to an entirely new system. Your old logins will not work in this system, neither will the login you use to get into your computer. You must register using the steps shown below to access the new LRSD Staff Lounge.

1. Go to [www.lrsd.org](http://www.lrsd.org), and click on the “Staff Lounge” button



2. You have reached the staff lounge, but you cannot see anything because you are not logged in. Start the registration process by clicking the area(s) shown by the arrow **Note: Your old password for the Staff Lounge will not work, neither will your login that you use to log into your computer every morning. Please follow the steps given to make sure you log in correctly.**



3. Type in your official LRSD email address, which ends with “lrstd.org”. Please note that every other email address ending like “gmail.com”, “yahoo.com” etc.. will be rejected. See the example typed in below of an email address. Click on the “Create New Account” button.

**Little Rock School District**  
www.lrstd.org

STAFF LOUNGE HOME    LRSD.ORG

You are here: [Home](#) » [User account](#)

### User account

[Create new account](#)   [Login](#)   [Request new password](#)

E-mail

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

[Create new account](#)

4. You will notice a message telling you that you have successfully submitted your email address, and an email has been sent to you with further instructions.

← → ↻ 🏠  ⭐ 🌐 js ☰

**Little Rock School District**  
www.lrstd.org

STAFF LOUNGE HOME    LRSD.ORG

You are here: [Home](#)

✔ A welcome message with further instructions has been sent to your e-mail address.

### Register for the New LRSD Staff Lounge

To register for the New LRSD Staff Lounge, [click on this link](#) and enter your email address. Only your official LRSD email address will work for registration. After registering, go to your email account and find the automated confirmation email. Click on the provided link, type in the password you want to use and you are all set to use the new staff lounge.

[Read more](#)

#### Login or Register

E-mail

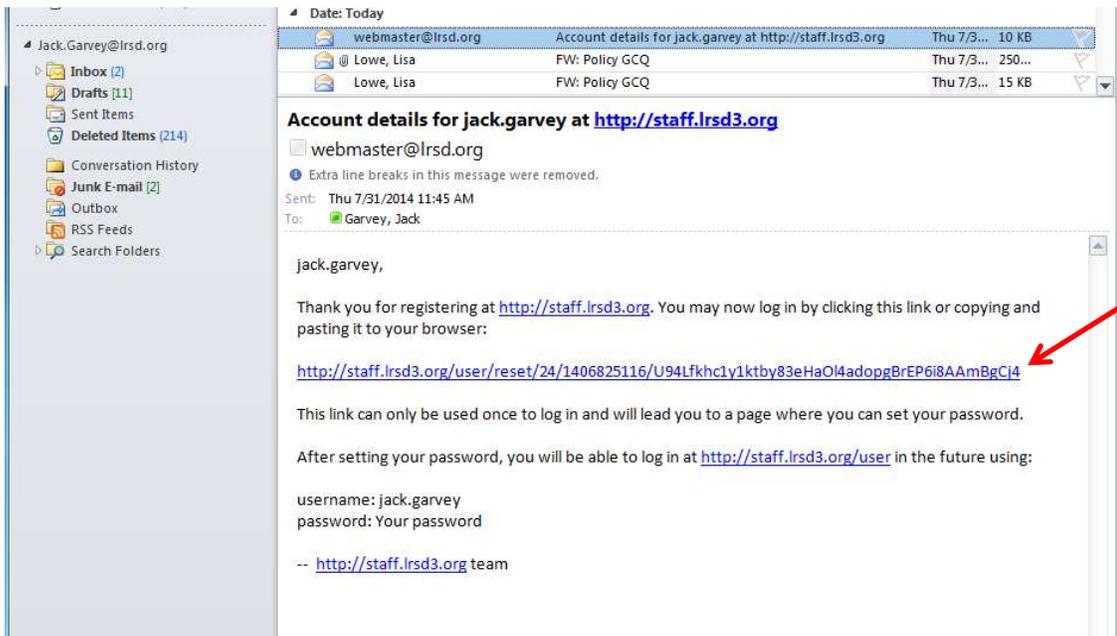
Password

- [Create new account](#)
- [Request new password](#)

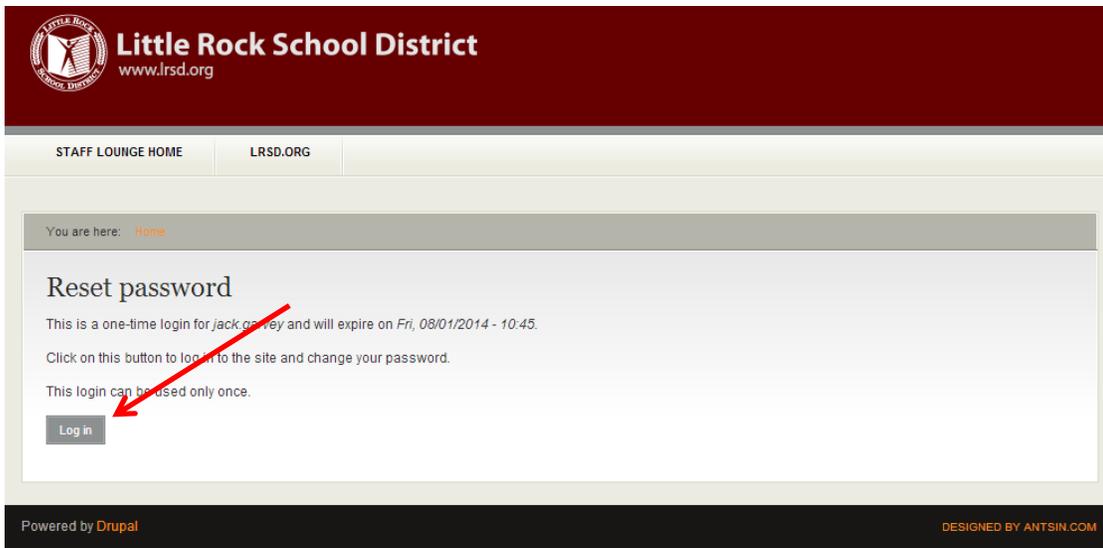
[Log in](#)

(continued)

5. Go to Outlook (or the portal) email account to view your official LRSD email. You will notice the following wording in the email. Click on the link indicated by the arrow.



6. Please take your time here to avoid errors. Click on the Log In button.



(continued)

7. Please type in your password twice in the indicated boxes, and click on the “Save” button

The screenshot shows the user profile page for 'jack.garvey'. At the top, there are navigation links for 'STAFF LOUNGE HOME' and 'LRSD.ORG'. Below that, a breadcrumb trail reads 'You are here: Home > jack.garvey'. The user's name 'jack.garvey' is displayed. A green checkmark icon and a message state: 'You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.' Below this message are 'View' and 'Edit' buttons. The 'E-mail address' field contains 'jack.garvey@lrzd.org'. Below it is a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' The 'Password' field is empty, with a 'Password strength:' indicator to its right. Below it is the 'Confirm password' field, also empty. A note below these fields says: 'To change the current user password, enter the new password in both fields.' There is an 'Upload picture' section with a 'Choose File' button and the text 'No file chosen'. Below that is a 'Locale settings' section with a 'Time zone' dropdown menu set to 'America/Denver: Thursday, July 31, 2014 - 11:00 -0600'. At the bottom left is a 'Save' button. A navigation menu on the right lists various resources like 'Academic Coaches Evaluation Handbook', 'Approved App List', etc. Red arrows point from the text above to the password and confirm password fields, and to the Save button.

8. At the top of the form you will now see that your changes have been saved, and you now have access to the entire website

The screenshot shows the same user profile page for 'jack.garvey'. At the top, there is a dark red header with the Little Rock School District logo and 'www.lrsd.org'. Below that are 'STAFF LOUNGE HOME' and 'LRSD.ORG' links. The breadcrumb trail is 'You are here: Home > jack.garvey'. The user's name 'jack.garvey' is displayed. A green checkmark icon and a message state: 'The changes have been saved.' Below this message are 'View' and 'Edit' buttons. The 'Current password' field is empty, with a note below it: 'Enter your current password to change the E-mail address or Password. Request new password.' Below that is the 'E-mail address' field containing 'jack.garvey@lrzd.org'. The navigation menu on the right is the same as in the previous screenshot. A red arrow points from the text above to the 'The changes have been saved.' message.

9 You can now click on the Staff Lounge Home Page link to see the Front page of the new staff lounge. We hope you enjoy it...

my account | Log out

 **Little Rock School District**  
www.lrsd.org

STAFF LOUNGE HOME    LRSD.ORG

You are here: [Home](#)

### Up to \$5,000 available to cover Tuition!

Published by jackgarvey on Fri, 04/18/2014 - 16:49

Click here to read more about the UCA Partnership for Transition to Teaching Grant Opportunity for a Master of Arts in Teaching Degree.

[> Read more](#)

### Harding University Summer and Fall Registration

Published by jackgarvey on Fri, 04/18/2014 - 16:48

Please read the attached brochure for the Harding University Graduate Studies in Education brochure listing degrees offered, programs of study available and the locations where they are taught.

#### Navigation

- [Staff Lounge Home Page](#)
- [Academic Coaches Evaluation Handbook](#)
- [Approved App List](#)
- [App Approval Request Form](#)
- [Approved Software List](#)
- [ARBenefits Website](#)
- [BenefitsForms](#)
- [Bus Field Trip Request](#)
- [Counselor PGP Form](#)

*End of document*

