



## YES Prep Student Device Guide: K-2 Students & Families <PERSONAL DEVICE>

Will you be using a personal device to access online instruction?

YES ✓ - Use this guide.

NO ✗ - There is a different guide for you.

How will I access my classes?

You will use your **student login credentials** to login to your classes.



### Student Login Credentials

Username and password listed on Microsoft Teams badge (platform to access virtual classes)

This is how you will access your virtual classes.

### Student Login Credentials



Please refer to the ring of login cards attached to your blue YES Prep book bag.

How will I log into my device?

Step 1: Log in to your personal device with your login credentials.

Power On.



Turn the Power Button on.

Connect to WiFi.



Power on and ensure that your device is connected to the internet.

What apps will I use to learn?

 Microsoft Teams

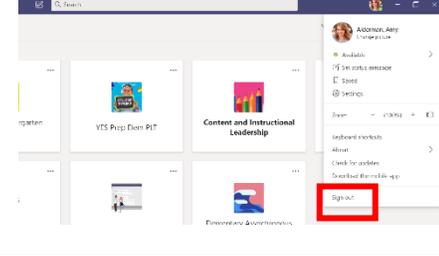


You will learn more about each app below and in each of the documents attached to your welcome packet.

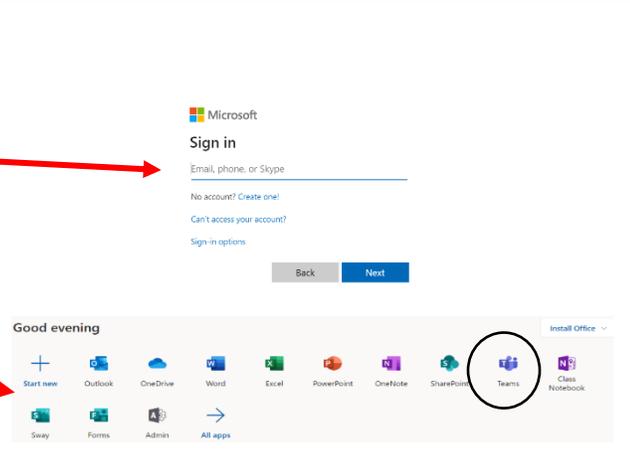


## How will I log in to my YES Prep classes?

### Step 2: Sign into Microsoft Teams (if Teams is already downloaded on your device)

		<ol style="list-style-type: none"> <li>1. If your computer already has Microsoft Teams installed, click on the Microsoft Teams icon pictured on the left here. If someone else uses the Teams program on your device or has signed into Teams previously, you will need to sign out. You can do by selecting your profile in the top right corner of the screen and scrolling down to 'Sign out'.</li> </ol>
<ol style="list-style-type: none"> <li>2. Once you have signed out, reopen the Teams app and log in with your student's YES Prep email (listed on the Teams card on their bag and above).</li> </ol>		
<ol style="list-style-type: none"> <li>3. Enter your password. If you have not changed it, <b>the standard password is: YesStudents17</b></li> </ol>		

### Step 3: Sign into Microsoft Teams via Web Browser (if you do not have Teams downloaded on your computer)

<p><b>If you cannot access Microsoft Teams through the icon you can s log in online.</b></p> <ol style="list-style-type: none"> <li>1. Open a web browser (Chrome, if at all possible)       <ol style="list-style-type: none"> <li>a. Go to portal.office.com</li> <li>b. Click on the logo in the top right corner to sign in.</li> <li>c. Then enter your Teams login name/email (on your student's login card. Click next.</li> <li>d. Enter your password. The standard password is: <b>YesStudents17</b></li> <li>e. Once you are fully logged in, you will see something like this:</li> </ol> </li> <li>2. Click on the Teams icon and get started!</li> </ol>	
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## How can I practice and be ready for Monday, August 24<sup>th</sup>?

### Step 4: Practice logging into a Teams meeting.

Make sure that your student can log into their Teams account and access a meeting by clicking a link BEFORE the first day of school on 8/24!

**We will have a test Teams meeting accessible to all students and parents from 12 pm on Saturday, 8/22 to 12 pm on Sunday, 8/23. Type this link into your device browser.**

<https://bit.ly/YesPrepTeamsTest>

This meeting will serve as an open space for students and parents to ensure that student login credentials work. Families can log in and out anytime during this open meeting to practice launching Teams by clicking or typing the link below into an internet browser.

<https://bit.ly/YesPrepTeamsTest>