

This guide is just meant to help you get started as part of the Lancer family. If you need more help, please visit our website, talk to a peer, a teacher, or your counselor.

Step 1 - Login to Your Student Device

BEFORE you leave campus, you must sign in for the first time!

- 1. Turn on the device
- 2. Sign in using your student ID as your user name *Example: if your student ID is* **610012345**, type that number into the username box.
- 3. Enter student password (8 digit birthdate) Example: if your birthdate was April 15, 2007, your password would be **04152007** (2 digit month, day, and year).
- 4. Get more help on our tech help page: https://www.mantecausd.net/Page/1999



Step 2 - Get to Know Microsoft Teams

On distance learning days, EUHS classes run on Microsoft Teams

- 1. Look for the Teams shortcut on your desktop, or start menu
- 2. For all Microsoft software, you may need to login again
- 3. To join an online class, check the calendar in Teams. If you do not see a scheduled meeting, try the "Meet Now" button inside the team.
- 4. If you need more help, use the chat tool to contact your assigned teacher.
- 5. Other learning tools can be found at https://www.office.com



____ Meet now

Step 3 - See the map on back to find your way around campus

Room 2 for ASB is a great place to find a friendly face. Student leadership knows where to find the answer to any question you may have!





EAST UNION HIGH SCHOOL CAMPUS MAP

last updated 11-2020

