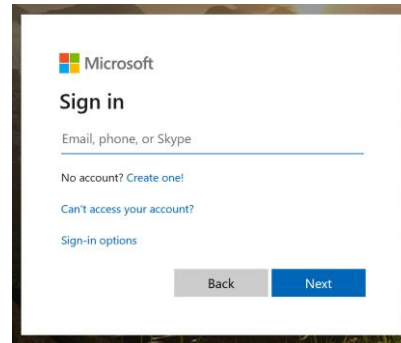




## Robertson County Schools *Login Information*

Robertson County Schools provides Office 365 accounts to all staff and students in grades K-12. Office 365 gives K-4 users access to the waffle, OneDrive, Office Suite (Word, Excel, PowerPoint, etc.), and gives users 5<sup>th</sup> grade and above access to Outlook email as well as the resources available to K-4. Through the waffle, all users have access to multiple tools for productivity and collaboration as well as their online textbooks.

To access your account, go to <https://portal.office.com>



Enter your username and password. Your username is your email address, and your password is the same password you use when logging on to a district PC (computer).

Staff Username: firstname.lastname@rcstn.net

Staff Password: same as PC login password

Student Username: 515@k12.rcstn.net

*Note: 515 = first 5 letters of the first name, middle initial, and the first 5 letters of the last name*

Student Password: same as PC login password

*Note: 5<sup>th</sup> grade & above have a unique password, K-4 use the Super Secret password (ask your teacher)*

Your Office 365 account is linked to the district's "Active Directory." If teachers need to change their password, they can change it after logging on to their computer. You can do this by pressing Ctrl-Alt-Delete while on a district PC, then choosing "Change a Password." Since the accounts are linked, this will change your password for logging in to the computer, logging in to Office 365, and logging in to your webpage.

For student password changes, please contact your teacher, tech coach or the Technology Office at 615-382-2318.

### **Resources for Office 365**

District resources for Office 365 can be found on the Technology Department's website at [https://www.rcstn.net/departments/technology/office\\_365](https://www.rcstn.net/departments/technology/office_365)

**Check out our website throughout the year for new training handouts and videos for using Office 365 to support your instruction, communication and collaboration. Enjoy!**