

STUDENT DIRECTIONS: ACCESSING & LOGGING INTO O365

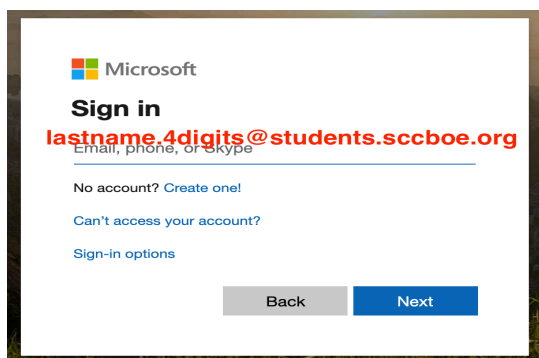
1. Open the internet using one the following browsers:



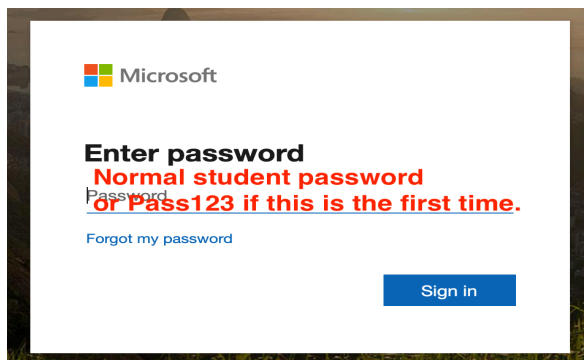
2. In the address bar at the top, type in **portal.office.com**



3. The login box will appear once the page loads.
4. Student username: lastname.4 digits@students.sccboe.org
 - a. The lastname.4digits is the same as the normal student login at school
 - b. PLEASE PAY ATTENTION to the word “students” in the username. It is plural (end in “s”).



5. Click “Next”
6. Student password: **Same as what they use in school**
 - a. If this is the first time a student is logging into O365, the password is preset to **Pass123** (capital P). The student will be prompted to create their password if this is the first time logging in. Write it down!



(continued)

7. If there are errors in logging in, check the following items:
 - a. Check the Username for plural “students”
 - b. Check that there is no space before or after the . between last name and 4 digit number
 - c. Check that scsboe is in the correct order
 - d. Check that scsboe has only two c’s
8. Once the student is logged in, the homepage with all of the O365 programs will load.

