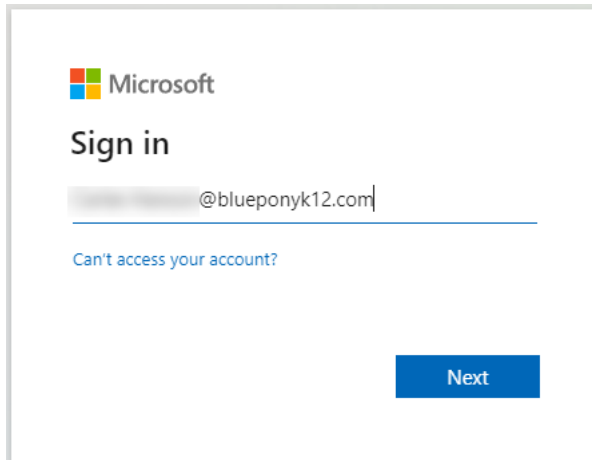


Students can complete their account setup by logging into Outlook Web Access, a computer, Google, or even a Chromebook. Whatever device they sign into the process will be the same.

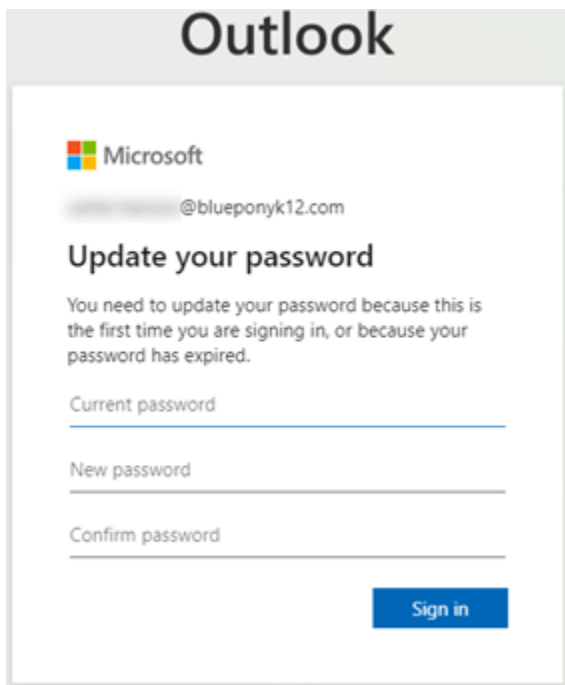
Here is a quick outline of what the process looks like:

- They will be presented with the Microsoft Account Login screen (if they don't see this right away, it will redirect them when they try to sign in)



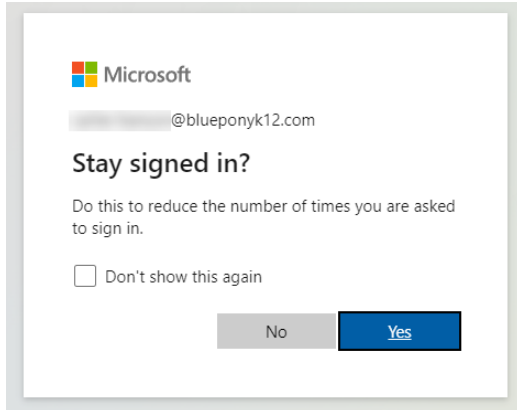
The screenshot shows the Microsoft Sign in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "@blueponyk12.com". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the page is a blue button labeled "Next".

- After entering their default password, they will be prompted to change their password before they can continue (the building administrator can provide the temporary password)



The screenshot shows the Outlook "Update your password" screen. At the top, the word "Outlook" is displayed in a large font. Below it is the Microsoft logo. The email address "@blueponyk12.com" is shown. The main heading is "Update your password". Below this is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three text input fields labeled "Current password", "New password", and "Confirm password". At the bottom right is a blue button labeled "Sign in".

- If successful it will ask the user if they would like to stay signed in. This choice is up to the user.



- If signing in to a Chromebook there is a chance you will see a message confirming the password was update successfully but stating the servers take a little time to catch up.
  - a. If a student gets this message, simply have them sign out and sign back in with their new password in a minute or two.



## You're all set—we just need a moment

Your password was successfully updated, but our servers take a little time to catch up. Please try signing in again in a few minutes.

**Request Id:** 448d74f2-a4e6-43c2-8f54-d0f2fcc36a00 ✕

**Correlation Id:** 2ef15026-5f11-422b-85c4-dda60db8624d

**Timestamp:** 2022-08-10T19:16:48Z

**Flag sign-in errors for review:** [Enable flagging](#)

If you plan on getting help for this problem, enable flagging and try to reproduce the error within 20 minutes. Flagged events make diagnostics available and are raised to admin attention.

That's it. Once they get fully signed in their account is set up and ready to go. Hopefully SSO will make things a little easier this year in terms of using Email, Google, and IC.

Infinite Campus/Student Portal:

You need to log into your google account, go to website: <https://www.blueponyk12.com> – click on students above then click on student portal then click on the campus student, all you must do now is click on the single Sign-On (SSO) button and you will be in the student portal. If you are having trouble, please email: Kelly Veis at [veisk@blueponyk12.com](mailto:veisk@blueponyk12.com) or email: [support@blueponyk12.com](mailto:support@blueponyk12.com)