

Tech Directions Sheet

1. To log on to an OTHS student Chromebook and set up your Office365 account and password.

If you are using a personal device, please skip to Step 2.

- Click on "Add Person"
- Enter your OTHS Student Email Address – You can find the first part on your schedule labeled "Student Access Login". This is your First name + ID number, with no spaces. Followed by @students.oths.us (Example: abraham222305@students.oths.us). You will be prompted to enter the email address again for Microsoft Office365. *** Don't forget the "s", @students.oths.us not @student***
- Then enter your Temporary Student Access Password found on your schedule behind your Login. Example: Student Access Login/Password: abraham222305/PaHkwWVpBa

Milburn Campus
20-21 [redacted] Grade 09 MIL 2509 08/05/2020 15:44
Birth [redacted] 2006 Locker [redacted]
O'Fallon IL 62269 Gender Male Combo
Phone # (618) [redacted] Advisor Other 224 [redacted]
Student Access Login/Password [redacted] 222305/5:shht

Semester 1	Mon	Tue	Wed	Thu	Fri	Trm Bldg	Room	Course/Cls	Course Description	Teacher	Credits
7:30AM- 8:25AM	1	1	1	1	1	SM1	300				.500
8:30AM- 9:25AM	2	2	2	2	2	SM1	300				.500
9:30AM-10:25AM	3	3	3	3	3	SM1	300				.500
10:30AM-11:25AM	4	4	4	4	4	SM1	300				.500
11:55AM-12:25PM	5B	5B	5B	5B	5B	SM1	300				.500
12:30PM- 1:25PM	6	6	6	6	6	SM1	300				.500
1:30PM- 2:25PM	7	7	7	7	7	SM1	300				.500
Credits Semester 1											3.000

- You may be prompted to change and confirm your password the first time you log in. Password must contain at least 8 characters, have an upper case, lower case, and a number. They cannot contain your name or Student ID

2. Logging onto Office365/OneDrive and Personal Devices

- Go to the OTHS home page (www.oths.us).
- Click on OFFICE 365.
 - Enter your OTHS Student Email Address – You can find the first part on your schedule labeled "Student Access Login". This is your First name + ID number, with no spaces. Followed by @students.oths.us (Example: abraham222305@students.oths.us).
*** Don't forget the "s", @students.oths.us not @student***

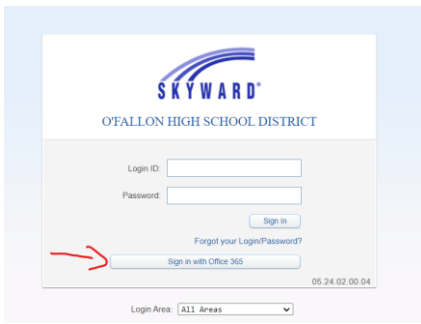
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12:30PM- 1:25PM	6	6	6	6	6	SM1	300				.500
1:30PM- 2:25PM	7	7	7	7	7	SM1	300				.500
Credits Semester 1											3.000

- If you changed your password in Step 1, use that password here. If not, enter your Temporary Student Access Password found on your schedule behind your Login. Example: Student Access Login/Password: abraham222305/ PaHkwWVpBa
- You will be prompted to change and confirm your password the first time you log in. Password must contain at least 8 characters, have an upper case, lower case, and a number.

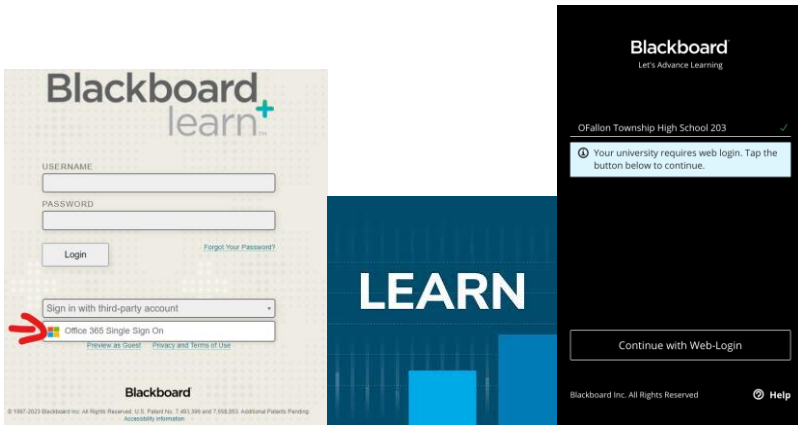
Student Skyward Access

- From the OTHS Homepage (www.oths.us), click on the SKYWARD option.
- On the Login Screen look for "Office 365 Single Sign On" This will log you in with your O365 email and password.
- You can then access your schedule, grades, lunch account balance, attendance record, etc...



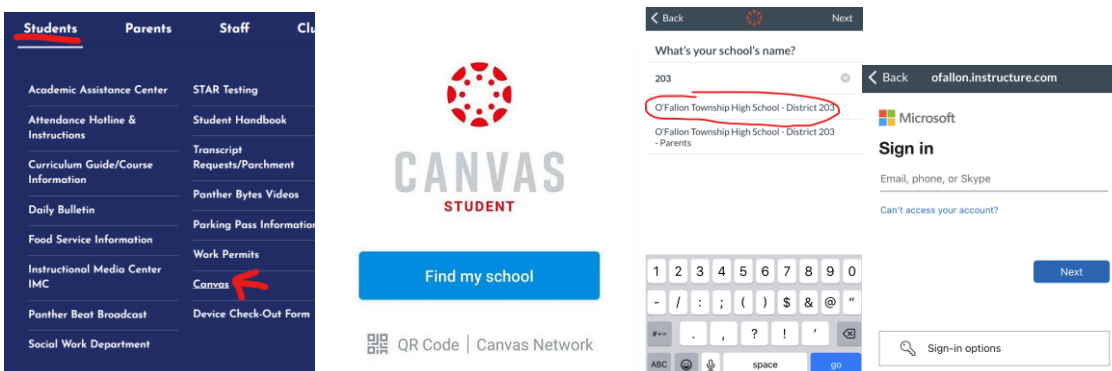
Student Blackboard Access

- From the OTHS Homepage (www.oths.us), click on the BLACKBOARD option.
- On the Login Screen look for "Sign in with third-party account" and select "Office 365 Single Sign On" This will log you in with your O365 email and password.
- You can then access your teacher's Blackboard webpages and course content.
- You can also Install the Blackboard Learn App and receive notifications from Blackboard.



Student Canvas Access

- From the OTHS Homepage (www.oths.us), click on the CANVAS option under the student's dropdown menu.
- Select the link to Student/Staff Login: (<https://ofallon.instructure.com/login/saml>) This will log you in with your O365 email and password.
- You access your teacher's Canvas webpages and course content.
- You can also Install the Canvas Student App and receive notifications from Canvas.



Additional Information and Tutorials can be found on our website (www.oths.us) under Technology Assistance. Please contact ComputerDepartment@oths.us with any questions.