How to Activate the Office Suite

1. Go under the main application menu and choose **Activate Office**

2. On the next window, choose **Sign in at the bottom.**

3. Students will sign in with their **BCS email** which is firstname.lastname@bartlettpanthers.org and the password scheme they used to set up their laptops- first 2 letters of first name and first 2 letters of last name with the first letter capitalized and the PS ID

Example: john.smith@bartlettpanthers.org and Josm12345