

## 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](mailto: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 2509 08/05/2020 15:44

Grade 09 MIL Birth 2006 Locker  
O'Fallon IL 62269 Gender Male Combo  
Phone # (618) Advisor Other 224

Student Access Login/Password: 222305/PaHkwWVpBa

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](http://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](mailto: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.

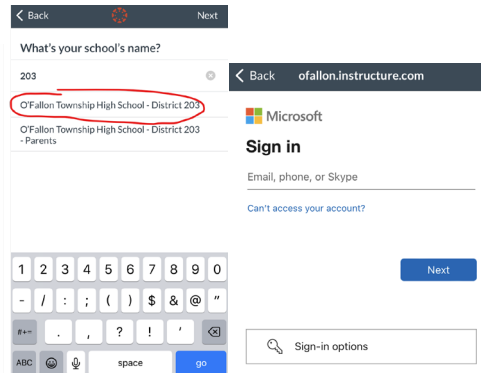
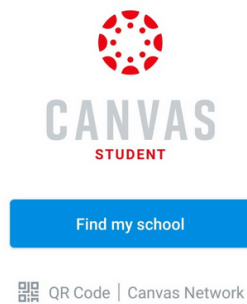
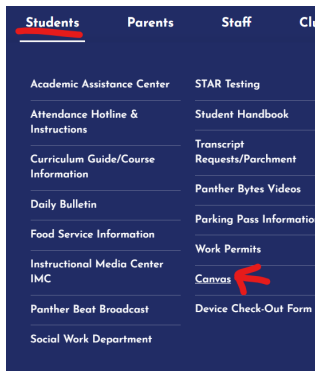
### Student Skyward Access

- From the OTHS Homepage ([www.oths.us](http://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 Canvas Access

- From the OTHS Homepage ([www.oths.us](http://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](http://www.oths.us)) under Technology Assistance. Please contact [ComputerDepartment@oths.us](mailto:ComputerDepartment@oths.us) with any questions.

## How to Print with Mobility Print

- Have One of our Devices? PaperCut is already installed (If it isn't, please restart your device)
- Need to Print from Your Own Device/Phone? Mobility Print works on Windows 10 devices or higher, on Macs of IOS 11 and higher, and most smartphones Simply download the app using our link and follow the instructions: <https://papercut.oths.k12.il.us:9164/setup>
- Print to one of the printers with Mobility Print's logo 
  - Use BW\_Classroom\_Brother\_Printer for black and white prints
  - Use Color\_Smiley\_IMC\_Xerox for color (**Smiley Campus Only**)
  - Login to Mobility Print using your school issued email and password
  - When you're ready to print, walk up to the printer, and input your student ID number
  - Walk away with your assignment!