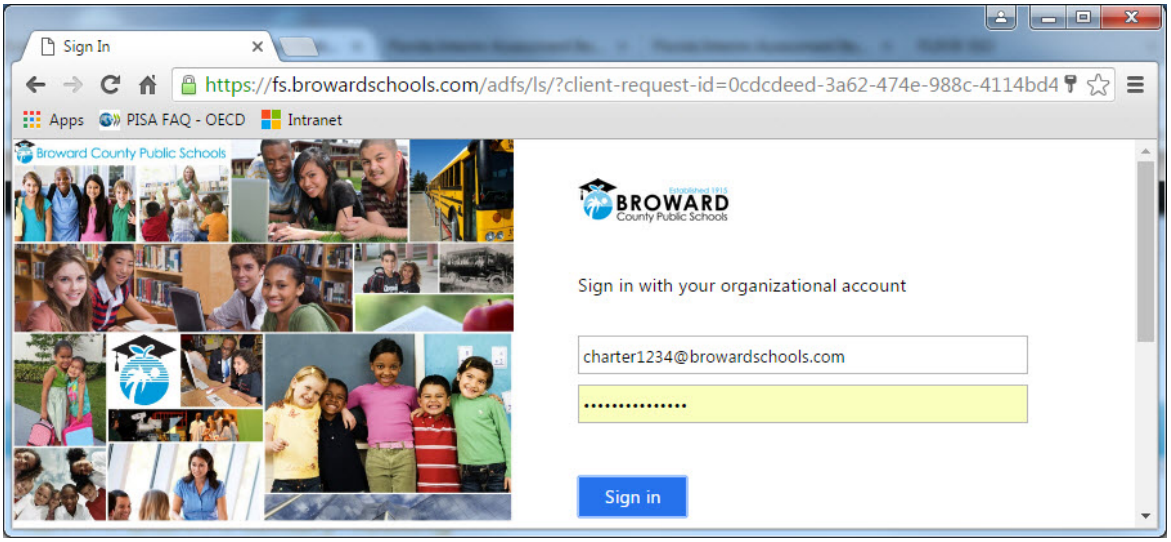
Office 365 and SharePoint Charter School Access Guide

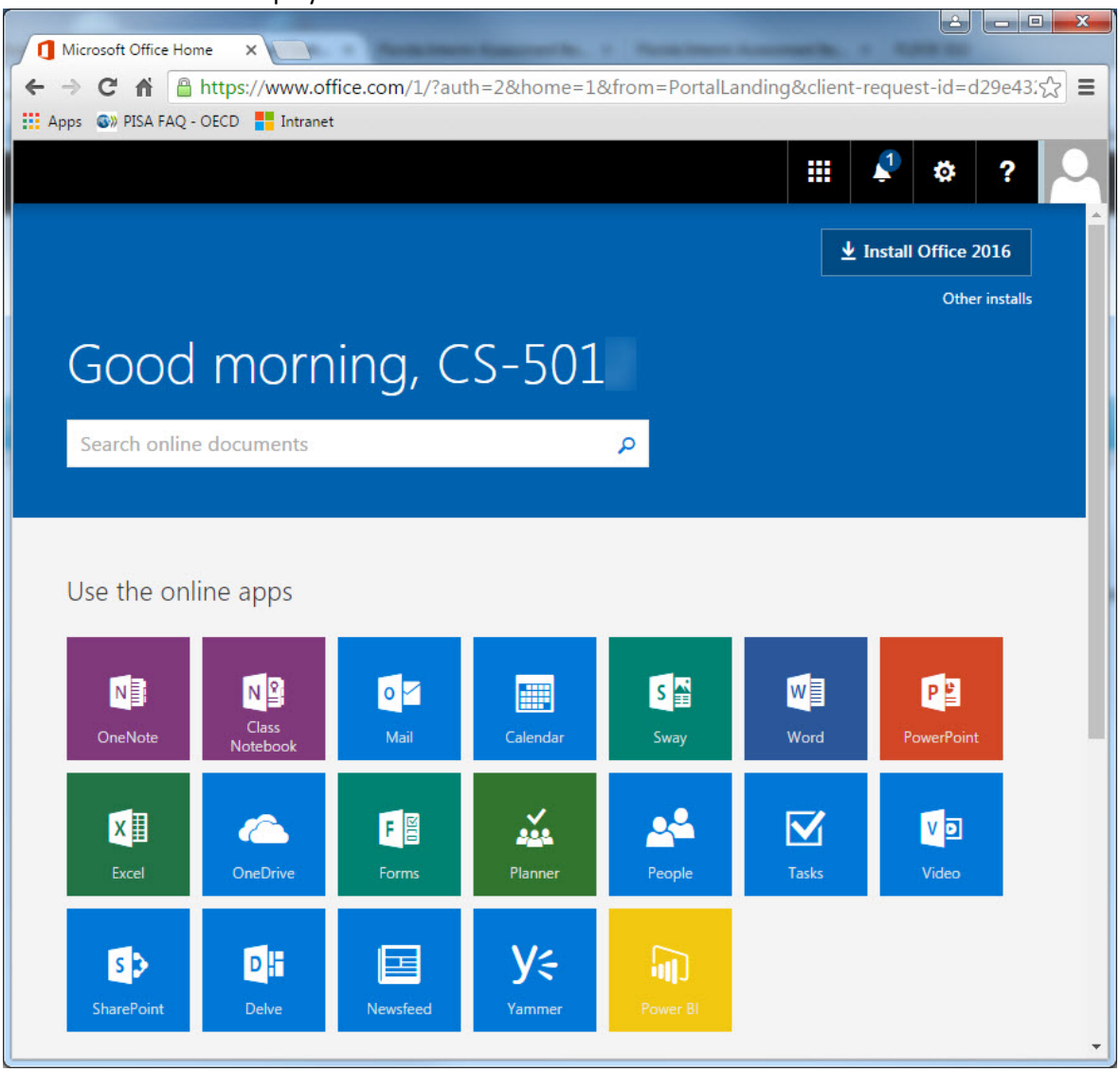
Broward County Schools has implemented a new email and intranet system. Every charter school principal has one account to access this system to view emails and intranet resources. It will be the charter school principal's responsibility to disseminate the district information and required resources to the appropriate charter school staff personnel. The intranet is new and will be built up in time. However, the Student Assessment & Research Department's intranet site is fully built. For your convenience, we have setup an alert on our SAR Announcements application on our intranet home page for you. This alert will send you an email whenever we post information to our SAR Announcements application. This is how the Student Assessment & Research department communicates news to the schools. You must be logged into your Office 365 account in order to have access to the intranet and any SharePoint resources.

To Login to Office 365:

1. Go to http://office365.browardschools.com
2. Enter your BCPS charter school email as the **username**. Example, charter1234@browardschools.com. You will generally replace the 1234 with your school number.
3. Enter your **password** and click **Sign In**. If you don't know your password contact the Broward IT Help Desk at 754-321-0411 or ITServiceDesk@browardschools.com.

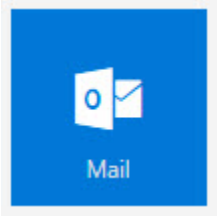


4. The welcome screen displays.



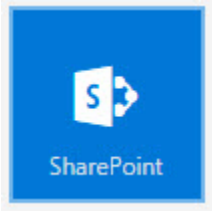
To Access your BCPS eMail:

1. Login to Office 365.
2. Click on the **Mail** tile on the Office 365 welcome screen.

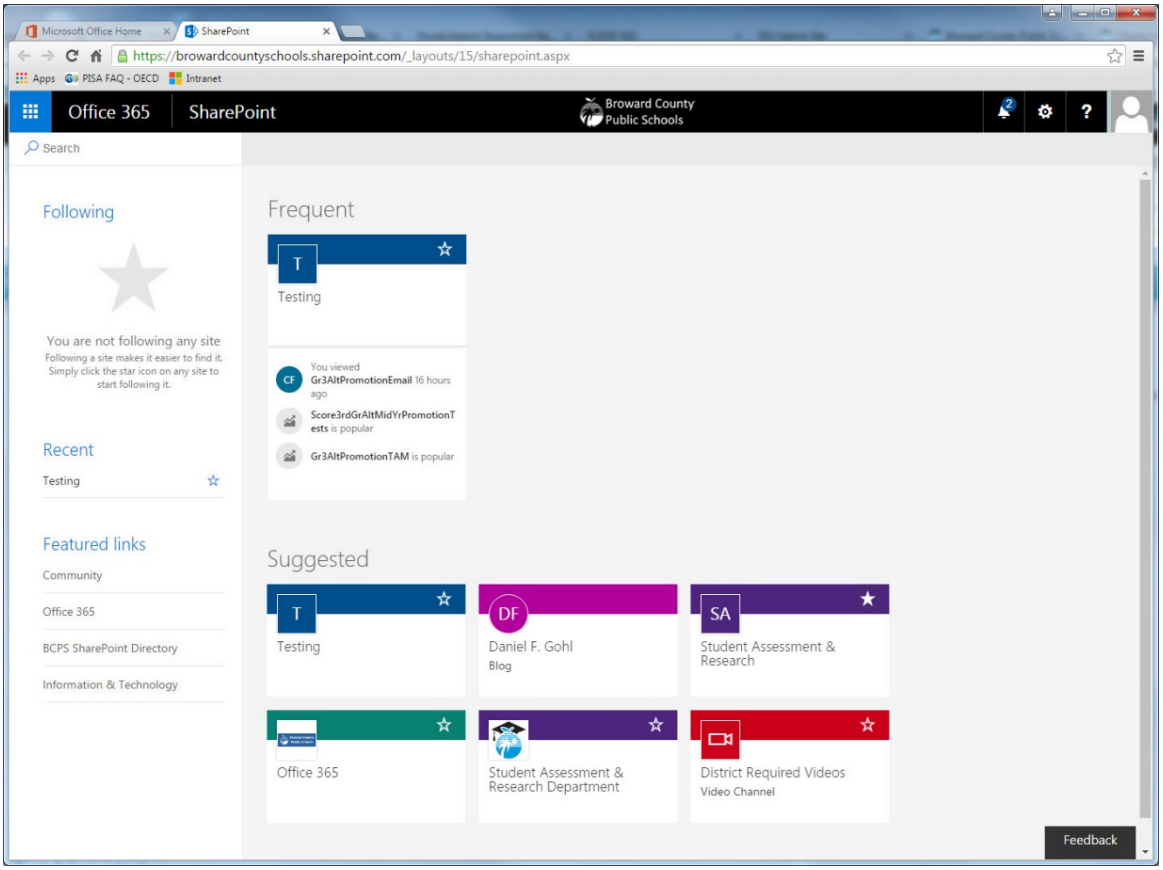


To Access SharePoint Resources:

1. Login to Office 365.
2. Click on the **SharePoint** tile on the Office 365 welcome screen.

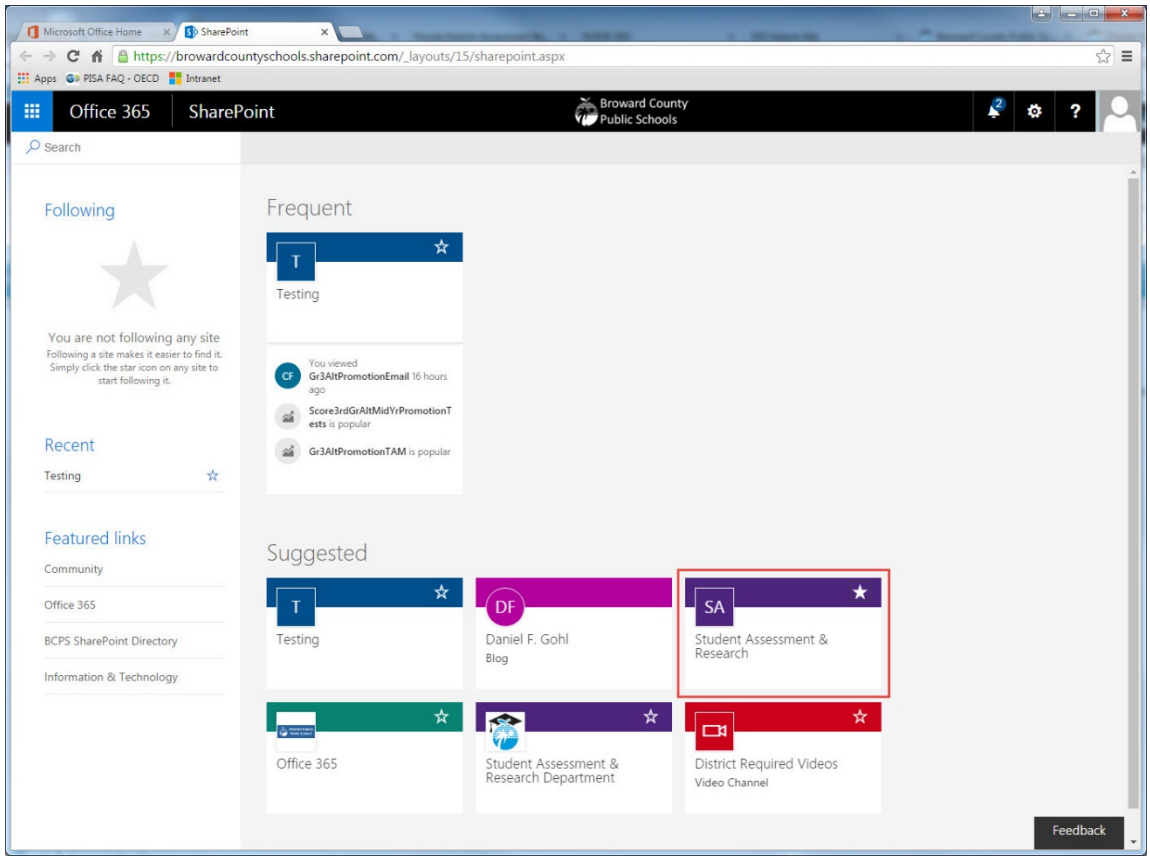


3. The SharePoint screen displays. Click on the desired resource.
    a. The Office 365 tile will take you to documentation to help you explore this resource.
    b. The Student Assessment & Research tile will take you to the Student Assessment & Research department's intranet site.
    c. The Daniel F. Gohl Blog will take you to the Academics Chief's blog.
    d. The intranet is new to the district and thus more resources will be added in time.

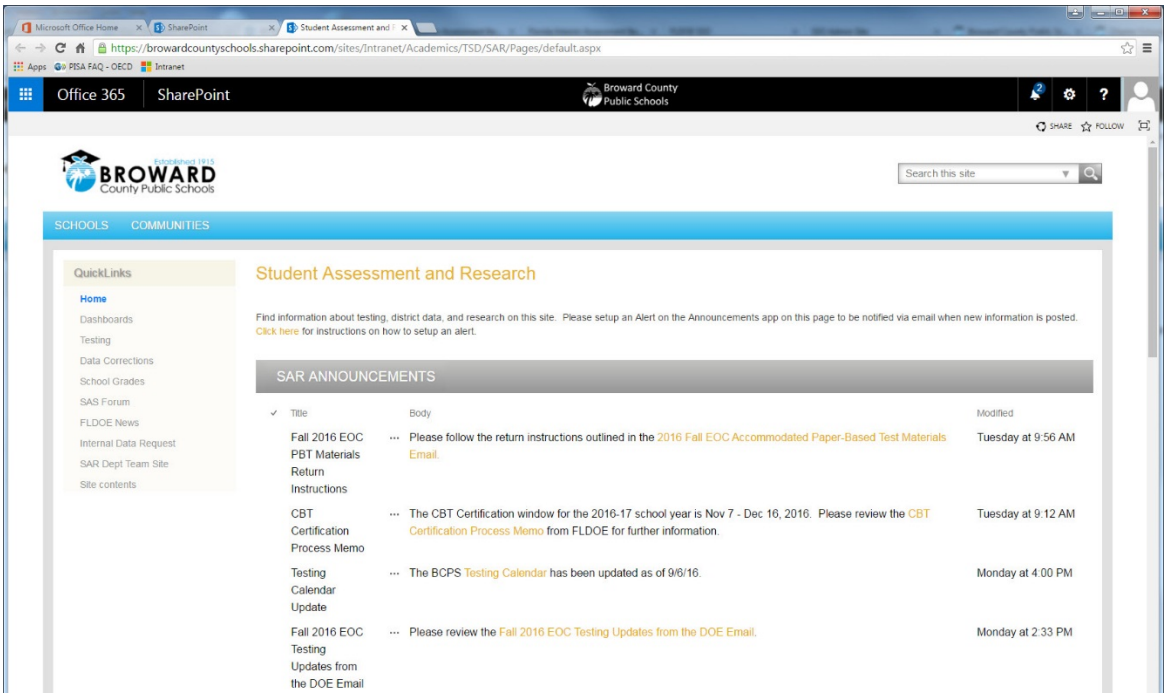


To Access the Student Assessment & Research Dept SharePoint Intranet Site:

1. Follow the instructions above to access SharePoint Resources.
2. Click on the **Student Assessment & Research** tile.
   Note: If the Student Assessment & Research tile does not display, go to the site directly using the URL:
   https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/TSD/SAR/Pages/default.aspx



3. The Student Assessment & Research Intranet site displays.



4. Use the navigation links on the left under the QuickLinks header to navigate through the site. The site contains a wealth of information about testing, data corrections, CBT certification, school grades, dashboard data, etc.