Student Access—Office 365, Office 2013

CVUSD

The Office 365 accounts for grade 3-12 students of Chino Valley Unified were released in the past week. Office 365 presents a technology that will enable collaboration and communication among students and educators. It's a game-changer!

HOW DO I GET IN?

- Visit your school's website and hover/click the **Student** dropdown menu.

- Choose **Office 365 Portal for Students.**

- Read the Acceptable Use Policy.

- Click the hyperlink for **login.microsoftonline** at the bottom. (Clicking means you agree to the Acceptable Use Policy.)

- This is the "portal"…enter your username **District Username** followed by **@stu.chino.k12.ca.us** (lowercase letters).

- Your password **District Password** (Secondary students: first letter MUST be uppercase, second letter lowercase).

- Click **Sign In.**

- On the next page choose the **Pacific Time Zone** from the dropdown menu.
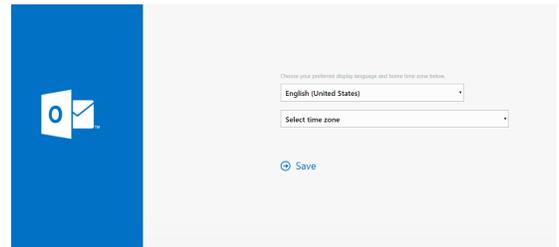
- **Save.**

- You are taken to your **Outlook** page, where you can send/receive email to/from other CVUSD accounts.

- To download the off-line version of Office2013 on your personal device, your computer must be using Windows 7 or higher (pc) or Mac 10.6 or higher. Click the **gear** icon in the upper right corner, then choose **Office 365 Settings.**
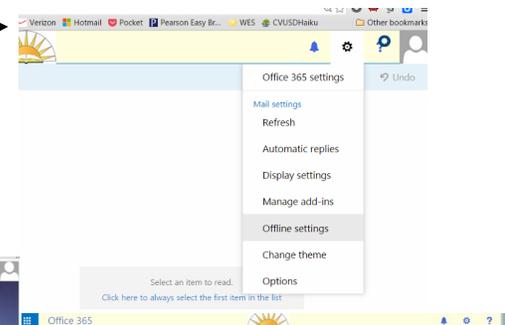
- From this page you click **Install and manage software** from under the Software section.
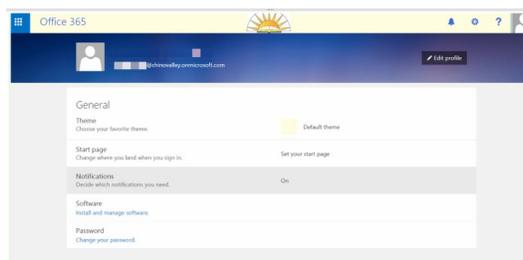
- On the next page, scroll down the bottom where you will see an **Install** button. Click.

- Depending upon the browser you are using (Chrome, Firefox, Edge, Internet Explorer), what you see will vary, but Microsoft installs a <u>small file</u> that you will need to click to install the whole Office 2013.

- It may appear on your screen at the bottom (Chrome)

- ...or on your screen as a pop-up (Firefox)

- ...or in your downloads folder (any)

- Click on the small install file ("Run" or "Open" or something similar) and move through the steps that allow the files to load. You will see a progress bar as well as a brief tutorial (watch it).

Back in Office 365 (online), if you click the "waffle" icon you will see the various on-line apps inside tiles.

Remember OneDrive is your cloud, where everything you create within Office365 is automatically saved. You can also choose to save things created offline in your OneDrive, as well.

Click on the cloud (OneDrive) and you will see a note about SharePoint. Just click **No.**
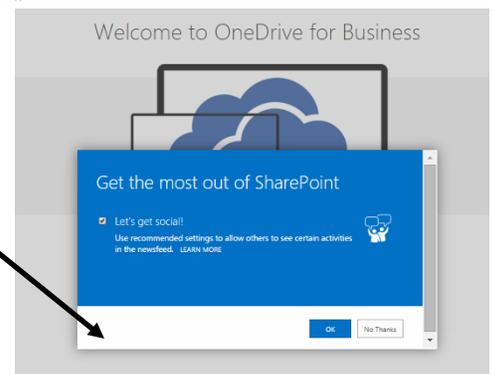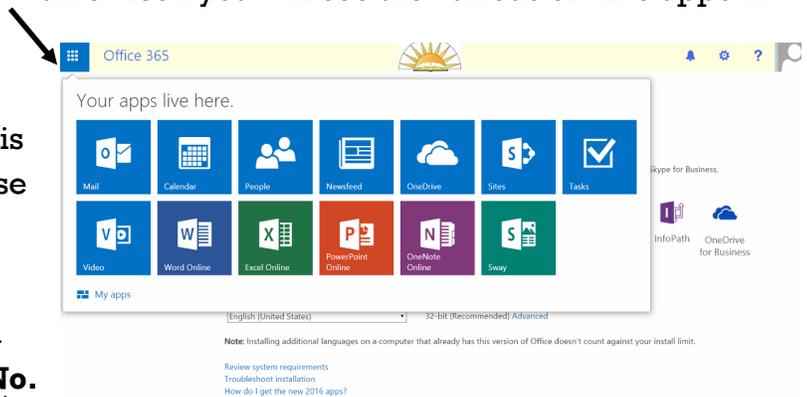
STUDENTS: YOU NOW HAVE ACCESS TO MICROSOFT OFFICE 365, EMAIL AND ONE DRIVE TO SAVE YOUR DOCUMENTS!

To open on school computers:

o Go to the www.cvusd.org > Students > Office365 portal for Students

o Acknowledge the Acceptable Use Policy on the page by reading and clicking on the link at the bottom of the page, https://login.microsoftonline.com/

o Enter your district email address and computer password. "username@stu.chino.k12.ca.us"

o Use email, create documents in Office 365, they are automatically saved to your OneDrive you can access them anywhere!

To install on your home PC:

o Use directions above to get to website.

o Click on Install Now or on the Settings Menu (gear icon) in the top right of the window.

o Choose 'Office365 settings'

o Choose 'Install and manage software'

To install on your phone or tablet:

o Go to your Play Store or App Store and Install the Office 365 app.

Student Computer and Internet Network Access Information

Username Information:
Beginning Monday, August 31, 2015, all student in grades 7 – 12 will log into the CVUSD domain with their usernames and passwords. (All students enrolled at Briggs and Cal Aero Preserve will also log into the CVUSD domain with their usernames and passwords. All students (K-8) at these two schools have been migrated to the new domain at one time.)

Student Username convention remains: first initial of first name with last name; students with duplications have a numeric digit at the end of their username based upon when they entered the district.

Example: Student name of 'Eagle Scout' has a username of "escout".
If there was a second student with a name of 'Edwin Scout', the username would be "escout2".

Student Password convention is based upon grade level:

==Grades Pre-K through 6==: password is five characters – first letter of first name, first letter of last name, and last three digits of the permanent ID.

Example: Student name of 'Eagle Scout' with a permanent ID of 123456789 has a password of "es789".
This password format will allow students to have the same for the student's entire elementary education (PreK-6).

==Grades 7 through 12==: password is seven characters – first letter (capitalized) of first name, first letter of last name (lower case), and last five digits of the permanent ID.

Example: Student name of 'Eagle Scout' with a permanent ID of 123456789 has a password of "Es56789".

Computer Logins:
Student computers in computer labs have also been migrated to the CVUSD domain from the STUDENT or STUDENT2 domain.

To log into student computers in labs: Students need to enter their username and password at the prompts on the screen.

Example for secondary student: 		username: escout
password: Es56789

Until student computers in classrooms get migrated from STUDENT or STUDENT2 domain to CVUSD domain, computers may still be in the STUDENT or STUDENT2 domain depending on whether the computer is at an elementary school or secondary school.
(Computers unplugged during summer could not be migrated due to lack of power and connectivity.)

To log into student computers in classrooms: Students need to enter the domain name (CVUSD) before their username and password at the prompts on the screen.

Example: 		username: CVUSD\escout
password: Es56789