Changes to Login to Google Docs and Office 365 for Students
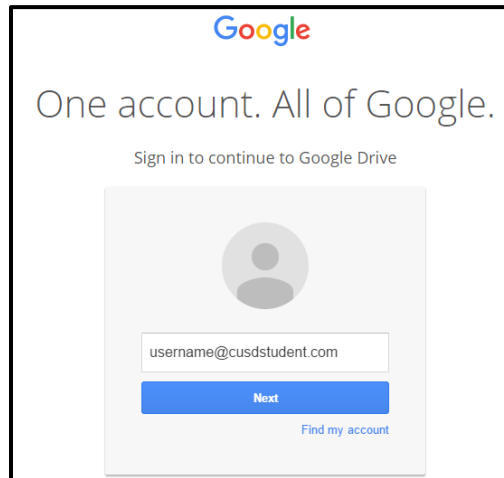
<mark>On a district owned computer (not Chromebook).</mark> **Please see additional instructions for non-district owned devices.**
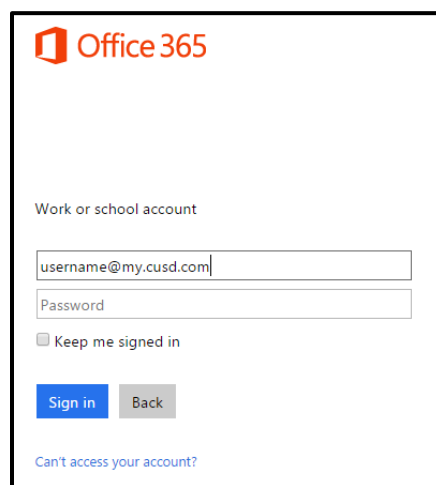
- Students will log into the **computer** with their Active Directory credentials
  (Ex. Username - harrypotter001; Password – whatever they made it).
  Teachers can reset student passwords at https://portal.cusd.com

- **VERY IMPORTANT** - **Students will need to log off the computer before the next student uses it. One way to do this is to Press Ctrl + Alt + Del and choose the option to Log off. Students can't just close the browser. If students forget to log off, the next student will have access to the previous student's accounts.**

1. <mark>Logging into Google</mark> - Students will go to **docs.cusdstudent.com** and enter their **username@cusdstudent.com** (Ex. Username - harrypotter001@cusdstudent.com).

2. Students will click **"Next"** and they will be automatically logged into their Google Drive.
   They will not need to enter a password.

1. <mark>Logging into Office 365</mark> - Students will go to **portal.office.com** and enter their **username@my.cusd.com** (Ex. Username - harrypotter001@my.cusd.com).
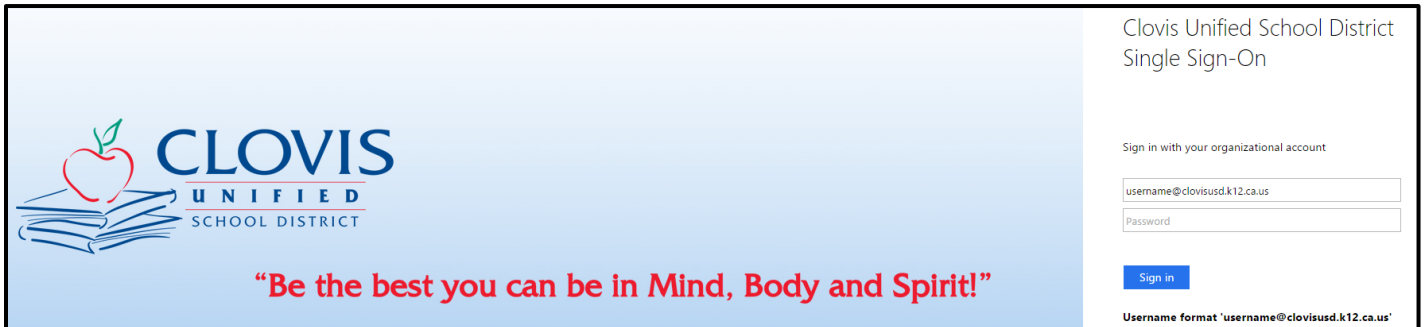

2. Students will click **"Sign In"** and they will be automatically logged into their Office 365 account.
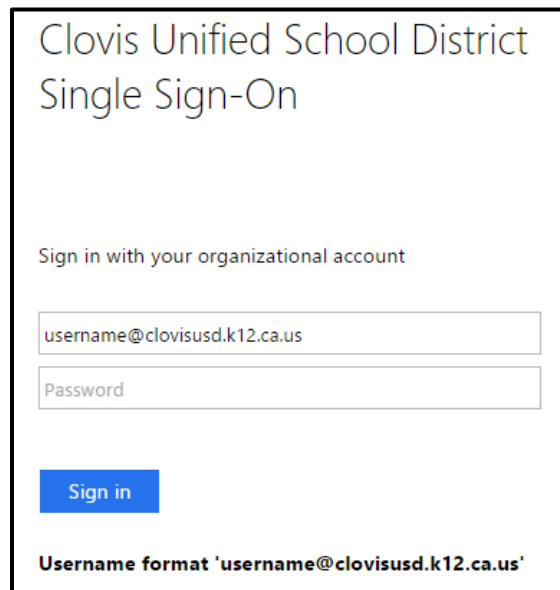   **They will not need to enter a password.**

Changes to Login to Google Docs and Office 365 for Students

- Since students **don't** log into the computer/iPad with their Active Directory credentials, they will have to enter their username and passwords for each application.

1. Students will follow the previous instructions for logging into Google or Office 365. Because they are not logged into the computer/iPad with their Active Directory credentials, they will get prompted with the screen below.

2. Students will enter their Active Directory credentials.
   (Ex. Username - harrypotter001@clovisusd.k12.ca.us; Password – whatever they made it).
   They must add the "@clovisusd.k12.ca.us"

3. Students will click **"Sign In"** and will be logged into their respective accounts.