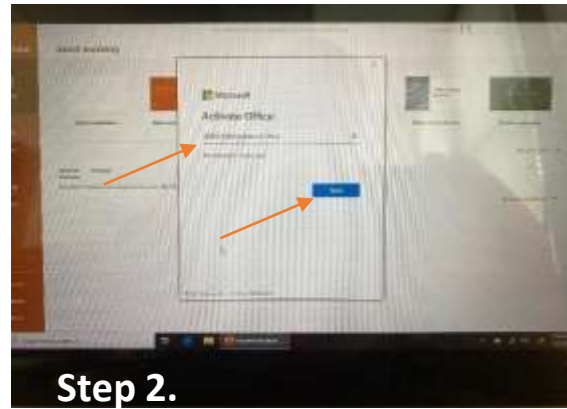
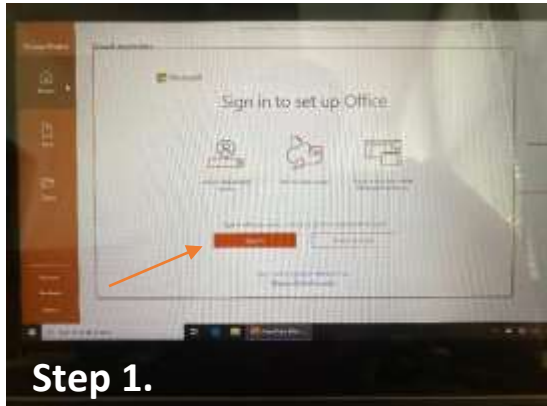


SJCSD Distance Learning MS Office Quick Guide

**This document is for students issued a SJCSD computer for Distance Learning*

LOGIN TO THE COMPUTER USING PROVIDED GENERIC CREDENTIALS

1. When any MS application is first opened, it will provide the prompt to 'Sign in to set up Office'. Click on the 'Sign In' button.
2. When prompted, enter student's S# with the full domain ([S#####@stjohns.k12.fl.us](#)), then click 'Next'.
3. In this second sign-in screen you must enter ONLY the S#####. To do this you must type over what is prepopulated ([S#####@stjohns.k12.fl.us](#)). Enter the student's password in the Password field (this is the same password the student uses for Schoology and HAC).
4. **UNCHECK** the box stating 'Allow my organization to manage my device' and then click 'OK'.
5. Click 'Done' and MS products will now be activated to the students account. Each Microsoft application will now be activated and you will not need to sign in to each individual application. (You may see a final Microsoft screen asking you to ACCEPT their terms.)



It is at this screen where you need to override what is written with just the S##### then the password

The student can only save to the DESKTOP. They are not able to save to my documents folder or to OneDrive. Students will see an alert box pop up when they try to save their documents because student laptops were never designed to save files. When the alert pops up hit OK and continue saving. You may have this message come up several times so you will continue hitting OK until the file is saved to the DESKTOP.