



Cowichan Valley School District
Technology Services
2557 Beverly St
Duncan, BC
V9L 2X3

Students and Staff Getting Started Office 365 First Login

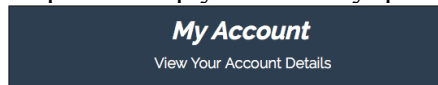
To begin review what Apps are approved for use under our privacy guidelines at <http://sd79.bc.ca/services/technology/office-365-cowichan-valley-staff/>

Before using Office 365 for the first time you **must change** your password from the one assigned to you by the District.

Part 1 - Change your password and setup password reset questions

Navigate to <https://np.edu.sd79.bc.ca> in a web browser – **you be must on a SD79 Network**

Step 1 – Setup your security questions by clicking the My Account option



Step 2 – Enter your current Username and Password – click login

- If you are a student your current Username will be your student number with your present printing password (unless you previously changed it). Check with your teacher, office clerical or Tech Services if you do not have a password.
- If you are a staff member your current Username will be the start of your email before the @ and then the district standard password format (unless you previously changed it)

Step 3 – Create a min of two security questions we recommend you create 3

- Select 1st question to answer – provide answer – click add
- Select 2nd question to answer – provide answer – click add
- Select 3rd question to answer – provide answer – click add
- Note: Questions and Answers will appear on bottom left of screen, once added

Step 4 – Click on the link at the top right of the questions to exit “sign out your name sd79connector”

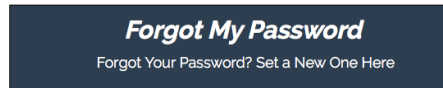
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Part 2 - Changing your Password

Step 1 – To reset your password click the Forgot My Password option.



Step 2 – Enter your current Username and Password – click login

- If you are a student your current Username will be your student number with password welcome (unless you previously changed it)
- If you are a staff member your current Username will be the start of your email before the @ and then the district standard password format (unless you previously changed it)

Step 3 – Answer your security questions you provided in the Account Setup

Step 4 – Enter a new password – click finish

- **NOTE: This changes your password for OwnCloud / Printing (PaperCut / Follow Me) / Student Wi-Fi access / O365**
- The changes may take 5-10min to take effect.

If you have any Issues / Questions Please ask your teacher to call Technology Services

Part 3 Login to O365 (Office 365)

On an iPad download Word and One Drive from the Self Service Store if the device is assigned to you. If on a shared school device open a web browser and navigate to <https://www.office.com>

- Click the Sign in
- Enter your district username (____@sd79.bc.ca)
- Enter your district password (the Password set in previous step)
- Select this is a private computer
- Press Log On button

Note: Work is saved as you go – Looking for saved work – try OneDrive.

When Finished, don't forget to Sign Out (top right corner of the screen)



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Home use Software is available for Students and Staff

From the Office 365 home page, you can download and install up to 5 copies of Microsoft Office applications software on home/personal computers (Windows and Mac). You can also install the Office apps on up to 5 personal mobile (iPad, iPhone, Android, Windows Phone) devices.

- 1) To download Office 365 Applications on your personal device go to the following link:
<https://www.office.com>
- 2) Enter your SD79 district account (____@sd79.bc.ca). You will be redirected to your Office 365 Account page.
- 3) On your Office 365 Account page you have the option to download the office 365 Application on the Windows or Mac computer that you are using