



All students in Langley school district have access to an Office 365 account which gives them online storage and access to the Microsoft Suite (Includes Word, PowerPoint, Excel, Teams and more) They can use these programs and access their work anywhere on any device if there is an internet connection.

Using their Office 365 sign in, your child can access the [Student Help OneNote](#) which contains helpful how-to resources. This notebook is constantly being updated with new resources.

Sections within the Student Help OneNote:

- | | |
|-----------------------------------|--------------------------|
| Escape Rooms (OneNote) | Story Presentation Tools |
| Forms Surveys | General Considerations |
| Free Media | Infographics |
| iPad iPhone Tips | Podcast |
| myBlueprint All About Me K to 7 | Still Photos |
| OneDrive | PowerPoint |
| User Agreements in Plain Language | Sway |
| Teams Assignments | Video |
| Teams Handy Tips! | |
| Word | |

Continue to next page for sign in instructions



Office 365 Sign In

Grades 6-12 Students



which you can find on myEdBC



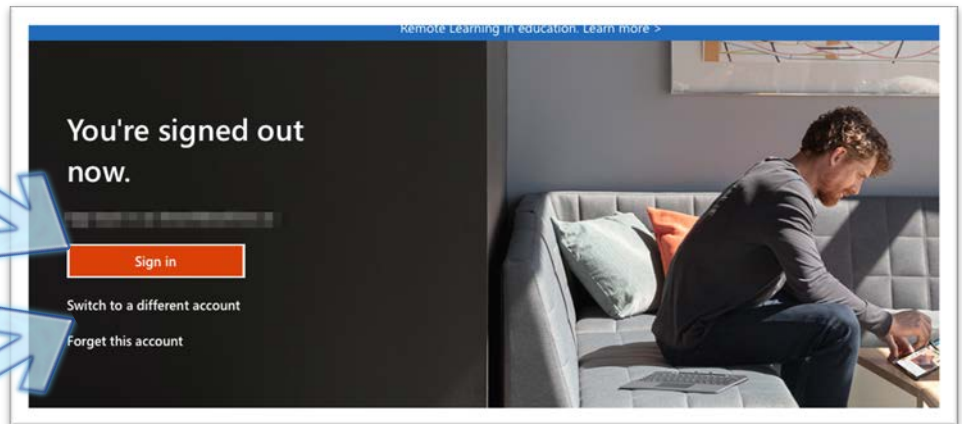
Your child's sign in ID is their:

first initial and last name with the last four digits of their pupil number@ langleyschools.ca

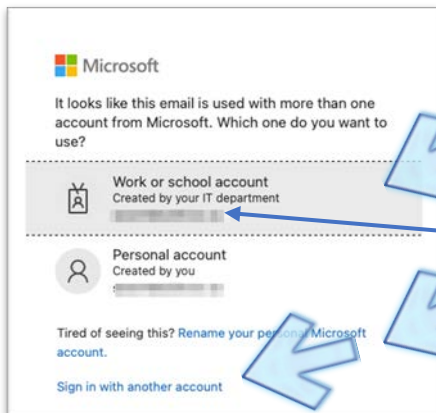
Ex. Harry Potter with Pupil # 2151234 would be **hpotter1234@langleyschools.ca**

Signing In:

To sign in your child will need to open a web Browser and go to portal.office.com



If another family member uses Office 365, you may need to click on this first



Students should select **Work or school account**.

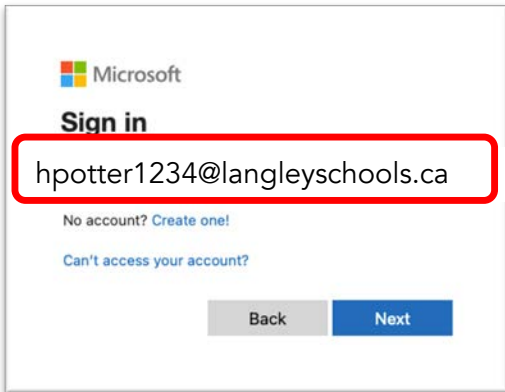
If there is an email address already showing underneath, they should select **Sign in with another account**.



Office 365 Sign In



Grades 6-12 Students



- Enter your email address here
- Click **Next**



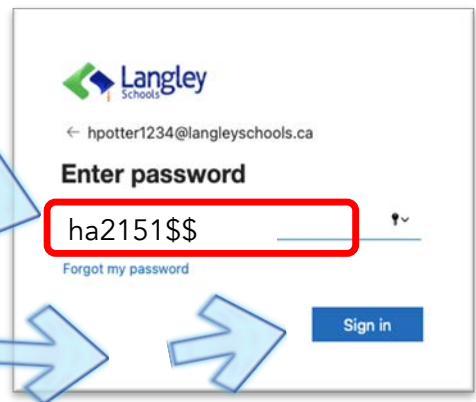
- Enter your password

Grade 6-12 passwords are the:

first two initials of first name first four digits of their pupil number \$\$

Example: ha2151\$\$

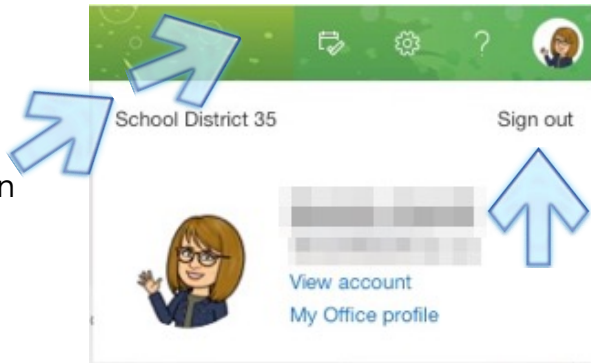
- Click **Sign in**



Once you/your child has logged in, ensure it says "Good morning/afternoon... and your child's name – this will ensure that your child's work will be saved to the correct account. This is important to check on shared devices.

To Sign out

- Click the profile circle in the top right corner
- Click **Sign out**



IMPORTANT! Once you have successfully signed in you will need to change your password as explained on the following pages.



Grades 6-12 Students

Go to password.sd35.bc.ca

Enter your:

- student library number
- and email password that you have just used

Select **Go**

The login form has a title 'Login' and a 'Need help?' link. It contains two input fields: 'Username' and 'Password'. The 'Password' field has an eye icon to toggle visibility. Below the fields is a dark 'Go' button with a right-pointing arrow. At the bottom, there is a link 'Don't have an account yet? Claim your account.' and a 'Claim My Account' button.

The 'Setup Security Questions' form has two tabs: 'PRE-DEFINED' (selected) and 'YOUR CHOICE'. It includes a description field and a note: 'Your organization requires you to answer at least 1 security question in order to optimize your security. Choose answers that you will remember.' The predefined question is 'What is your favorite color *' with an 'Answer' field and a required asterisk.

Answer the predefined question or create your own question/answer.

Note: it is a good idea to click the eye ball to ensure you have typed the answer in correctly!

Click **Save!**

This form is identical to the previous one, but the eye icon next to the 'Answer' field is highlighted with a blue arrow, indicating it should be clicked to verify the input.

A green notification banner at the top says 'Challenge Questions saved successfully'. Below it, a 'Default Password Policy' section is visible, showing 'CURRENT PASSWORD'.

You should then see confirmation that the questions/answers has been saved.

- Click on **Student Name**
- Click on **Change Password**

The user profile menu shows the user's name 'Student Name' and a notification bell. The menu items are: 'Profile Settings' (gear icon), 'Change Password' (circular arrows icon), 'Update Challenge Responses' (question mark icon), and 'Logout' (door icon).



Password Recommendations

One way to easily create & remember strong passwords is the following:

1. Think of 1 words that has meaning for you. example: **Kayaking**
2. Change the vowels to numbers. example: **K8y8king**
3. Add a special character at the end. example: **K8y8king?**
4. Use this as the beginning of your passwords.

The second part of your password is the name, in lower case, of where you are signing in. That way you can easily remember it!

example: **K8y8king?office365**

- Enter your old password
- Enter your new password
- Click **Save**

Change Password

Default Password Policy

Default Password Policy

CURRENT PASSWORD

Password

NEW PASSWORD

Password

CONFIRM NEW PASSWORD

Password

Cancel

Click the eyes to ensure you have entered your password properly

Your new password MUST be:

- 8-20 characters long

Your new password MUST meet 3 of the following (0/3 met):

- Minimum 1 uppercase letter
- Minimum 1 lowercase letter
- Minimum 1 number
- Minimum 1 special character

Do NOT use:

Change Password - Status

Your operation completed. Please see below for user-specific messages.

✓ Password successfully changed for user:
Student Name here

- A confirmation of the password change with the student's name should pop up.

- Click **Close**

- Click on **Student Name**
- Click on **Logout**

You are done!

Student Name

- Profile Settings
- Change Password
- Update Challenge Responses
-