# To access the HCPS Office 365 Portal:

Open an Internet browser and select the Office 365 Link from the HCPS Start Page:



Open an Internet browser and enter the web address: **portal.hcps.org/** 



# Will I need to login?

It depends upon the device you are using, if you are connected to the HCPS network, and what browser you are using. You *will not* be required to login if you are on an HCPS networked device *and* are using Internet Explorer.

Environment	Browser	Login Required?
HCPS Networked Device (PC/Laptop/Tablet)	Internet Explorer	NO
	Chrome	NO
NON-HCPS Device <i>OR</i> any device <i>not</i> connected to HCPS network	Any Browser	YES

## If prompted to login at any time in the Office 365 environment, use the following process:

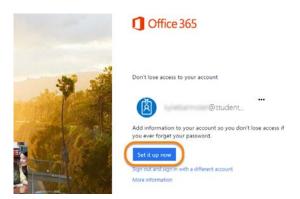
Grades PreK-2	Grades 3-12	
Username: <a href="mailto:lunchpin@student.hcps.org">lunchpin@student.hcps.org</a>	Username: <u>username@student.hcps.org</u>	
Example: 123456@student.hcps.org	Example: georgewashington@student.hcps.org	
Password: current HCPS network password	Password: current HCPS network password	
Sign in with your organizational account	Sign in with your organizational account	
lunchpin@student.hcps.org	username@student.hcps.org	
Password	Password	
Sign in	Sign in	

Continue

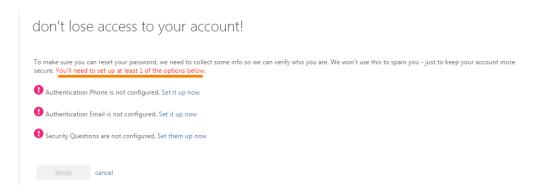
OCTOBER, 2018 PAGE **1** OF **6** 

### **First Time Access**

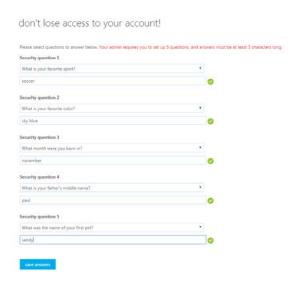
The first time you access your Office 365 account you may be prompted to set it up. Select Set it up now.



You will be prompted to set up a secondary way to access your account in case you forget or need to reset your password. **Three options** will be provided. **ONLY CHOOSE ONE OPTION.** 



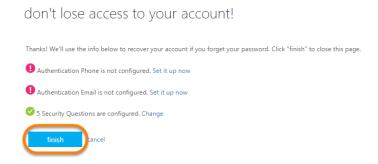
For students, the easiest option is the **Security questions**.



Continue

PAGE **2** OF **6** 

After the password recovery/reset option is complete, select **Finish** to complete the setup process.

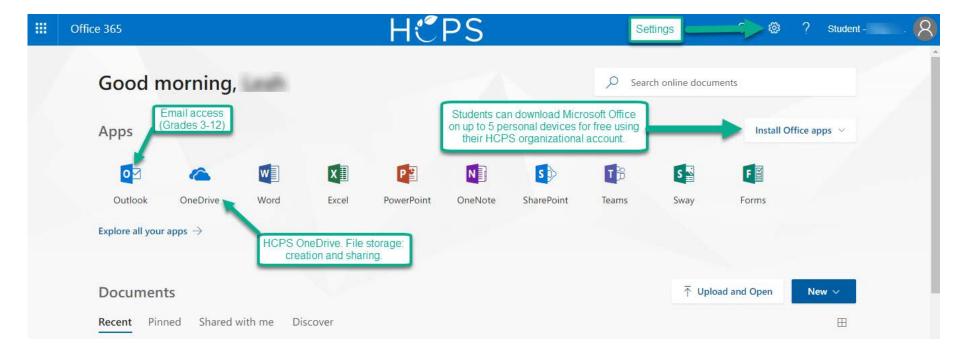


Once the account setup is complete, you will be redirected to the Office 365 homepage. Please see the next page in this document for more information about the Office 365 homepage.



OCTOBER, 2018 PAGE **3** OF **6** 

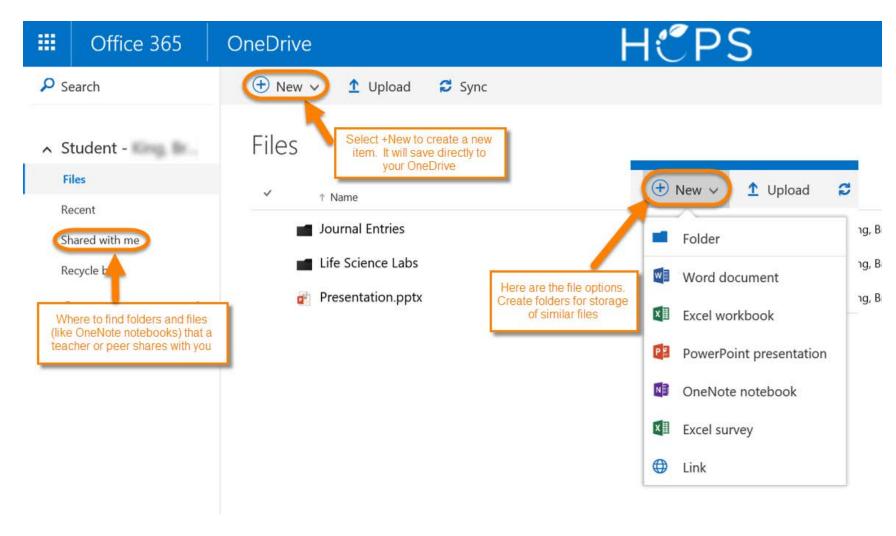
# Office 365 Home Page





OCTOBER, 2018 PAGE **4** OF **6** 

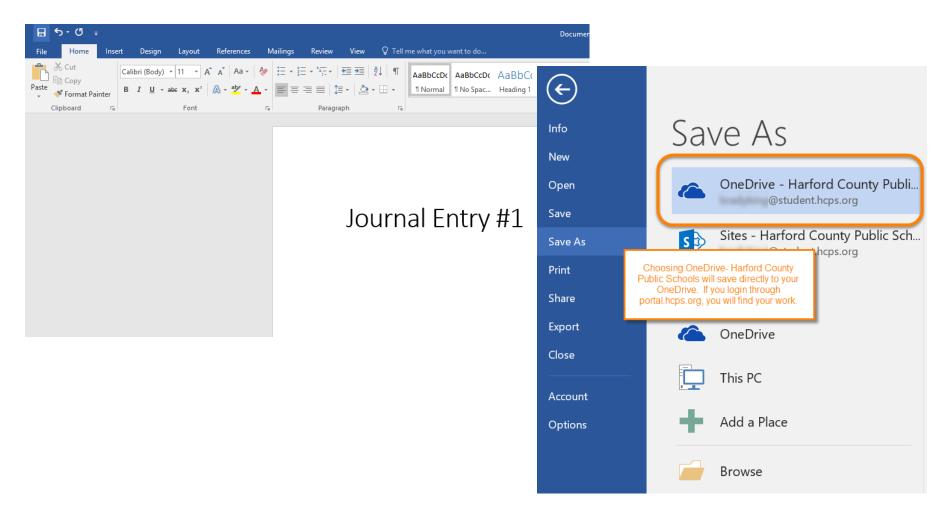
### **Documents**





OCTOBER, 2018 PAGE **5** OF **6** 

# When opening an Office Program from ANY HCPS COMPUTER, choose File, Save as



OCTOBER, 2018 PAGE 6 OF 6