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/**

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**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.

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

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

**Grades PreK-2**

Username: lunchpin@student.hcps.org

Example: 123456@student.hcps.org

Password: current HCPS network password

**Grades 3-12**

Username: username@student.hcps.org

Example: georgewashington@student.hcps.org

Password: current HCPS network password

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**Answer:**

**Will I need to login if I am not on the HCPS network and using Chrome?**

**YES**

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**Answer:**

**Sign in with your organizational account:**

**Grades PreK-2**

lunchpin@student.hcps.org

Sign in

**Grades 3-12**

username@student.hcps.org

Sign in
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.
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.
Office 365 Home Page

Office 365 Home Page

Email access (Grades 3-12)

Students can download Microsoft Office on up to 5 personal devices for free using their HCPS organizational account.

HCPS OneDrive: File storage, creation and sharing.
Select +New to create a new item. It will save directly to your OneDrive.

Here are the file options. Create folders for storage of similar files.

Where to find folders and files (like OneNote notebooks) that a teacher or peer shares with you.
When opening an Office Program from ANY HCPS COMPUTER, choose File, Save as

Journal Entry #1