

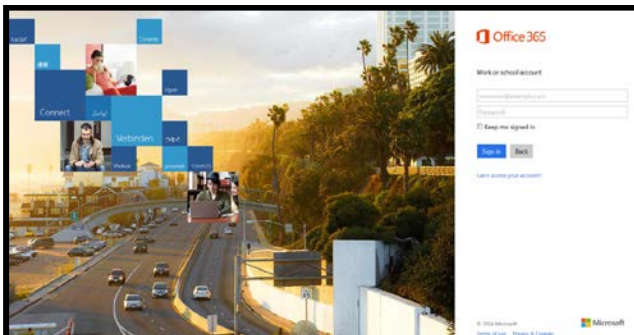
Microsoft Office 365 Pro Plus

The Digital Learning & Innovation division in the Office of Teaching and Learning (OTL) is pleased to announce the deployment of Microsoft Office 365 Pro Plus for Education (Office 365). Each DCPS student and staff can install Office 365 on five non-DCPS devices. Office 365 should only be downloaded to non-DCPS devices (personal home devices).

Office 365 includes: Online version of Word, Excel, PowerPoint and many more. A complete list of applications for staff and students at <http://bit.ly/365Apps>. Outlook will only be available to 9th-12th grade students, after they have completed the Digital Citizenship Module on Canvas through their school's Library Media Specialist or Teacher. Watch the Office 365 overview for staff at <http://bit.ly/DCPS365intro>.

Login Directions

- Using your internet browser, navigate to portal.office.com



Student Office 365 Login:

- Username: **Student ID#@students.k12.dc.us**
- Password: Date of Birth(mmddyy)

Staff Office 365 Login:

- Username: first.last@**k12.dc.gov**
- Password: email password

Username example:

If your DCPS email address is don.clarke3@dc.gov, then your Office 365 login will be **don.clarke3@k12.dc.gov**. You will only use **@k12.dc.gov** to login for Office 365.

- Once you are logged into the Microsoft Office 365 Portal, click on the app you would like to use

