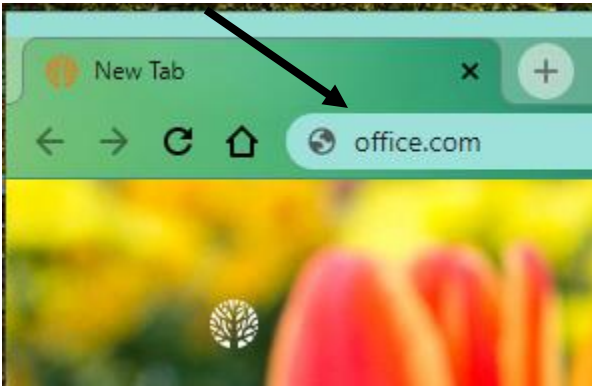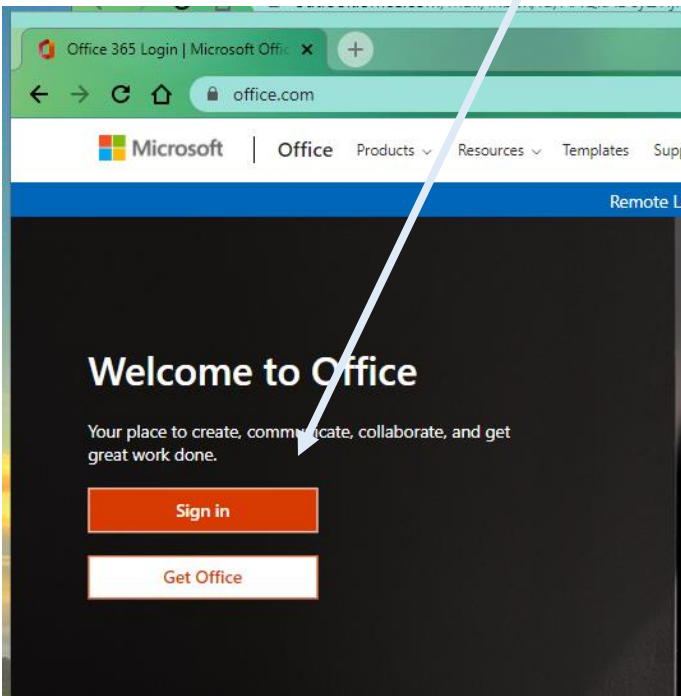# Instructions to access the Textbook and/or Laptop Reimbursement Form
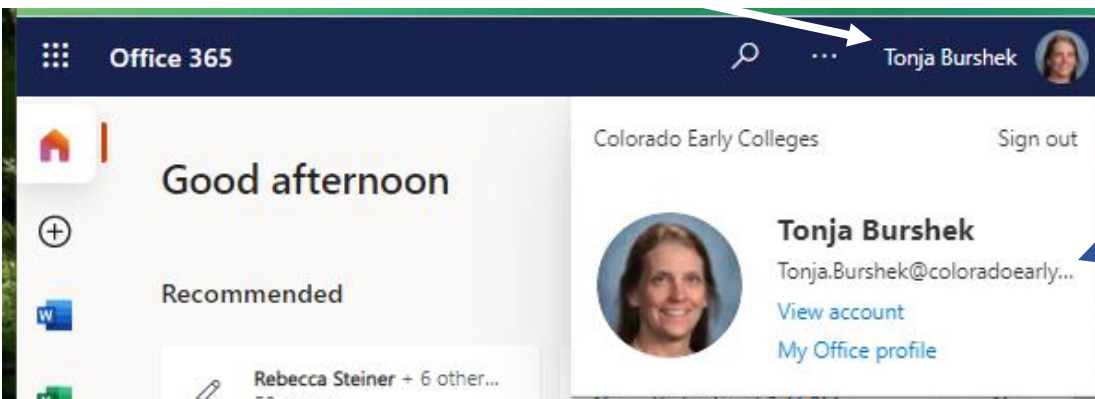
Go to office.com in your web browser

If this opens to a sign on page, sign in using your CEC email account. This email is first.last@cecstudents.org
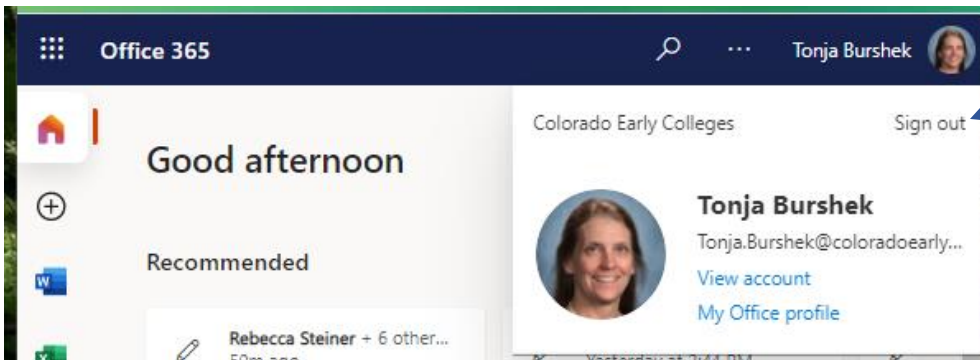

If it opens to a signed-in account, you must identify which account it opened to as many colleges and workplaces use office.com. Click on your name in the upper right-hand corner.
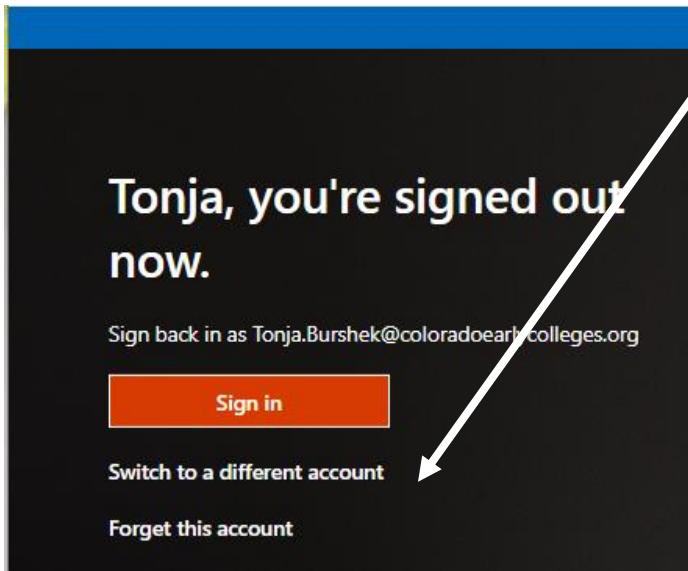

The popup box will identify the email associated with the signed-in account.
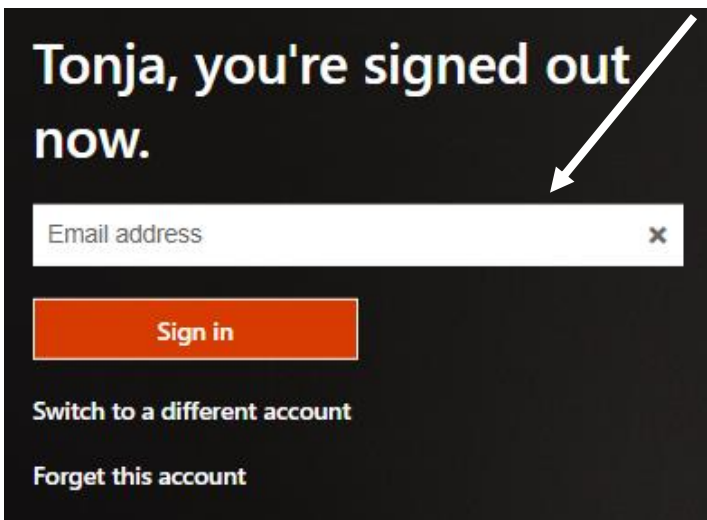
If the account is the CEC account, the form will open automatically when the link is used.

If the account is NOT the CEC account, you must sign OUT of the account by clicking on Sign Out after clicking on your name in the upper right-hand corner.

Once signed out, you will need to switch to a different account

And then login using your CEC email (first.last@cecstudents.org).

Once logged in using the CEC email, the form will open.