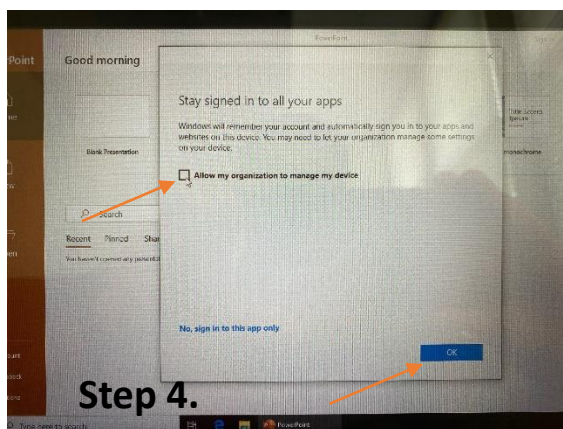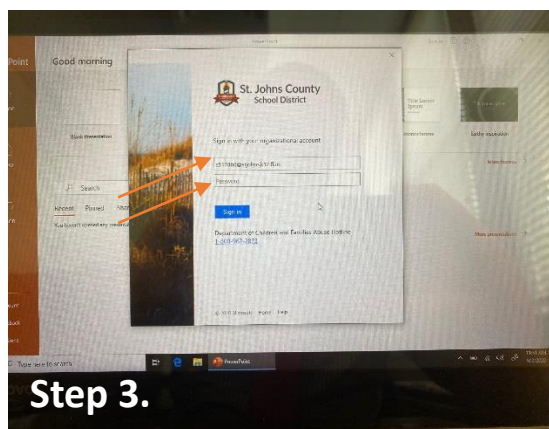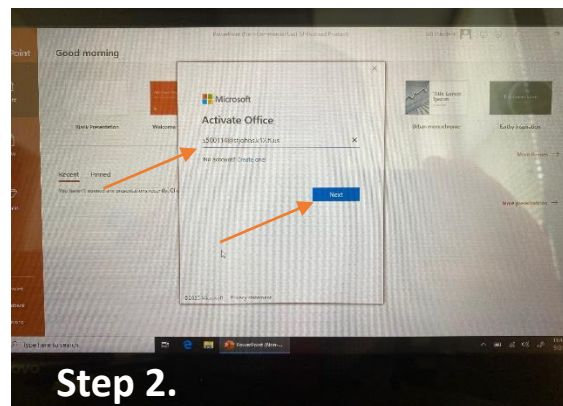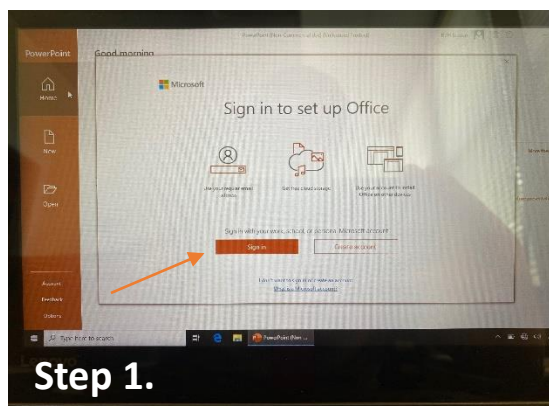*This document is for students issued a SJCSD computer for Distance Learning*

LOGIN TO THE COMPUTER USING PROVIDED GENERIC CREDENTIALS

1. When any MS application is first opened, it will provide the prompt to 'Sign in to set up Office'. Click on the 'Sign In' button.
2. When prompted, enter student's S# with the full domain (**S######@stjohns.k12.fl.us**), then click 'Next'.
3. Enter the student's password in the Password field (if needed, the student's school can provide these credentials).
4. UNCHECK the box stating 'Allow my organization to manage my device' and then click 'OK'.
5. Click 'Done' and MS products will now be activated to the students account. Each Microsoft application will now be activated and you will not need to sign in to each individual application.

Step 1.

Step 2.

Step 3.

Step 4.

Step 5.

If student is still unable to login after following the directions provided above, please contact the student's teacher and the teacher will report/respond accordingly.