Islip Public Schools
Network Operations Department

Microsoft Office 365 and Student Advantage

Last Updated 11-4-14

Microsoft Student Advantage is available to all students of the Islip School District, and includes the following benefits at no charge:

- (5) Licenses of Microsoft Office Pro Plus 2013 for installation on your home computer or laptop. This is the same Office suite used within the district and includes the latest versions of Word, Excel, PowerPoint, OneNote and more.

- Licenses for the iPad and Android versions of Office.

- Subscription to Office 365, including the online versions of Word, Excel, and PowerPoint, accessible from any compatible web browser.

- 1TB of cloud storage through Microsoft OneDrive.

This document provides a basic explanation of how to connect to Office 365 and download Office Pro Plus 2013 for home use. Please keep in mind the district cannot provide technical support for personal devices. There are links at the end of this document for additional information if you are having difficulties.

Prerequisites

Before starting, your student will need to know the username and password they use to log on to the district's computers. In most cases, usernames are the first three letters of the last name, followed by the first three letters of the first name, e.g. Jane Smith would be 'smijan' – without the quotes.

Primary students who do not know either their username or password should contact their classroom teacher. Secondary students should contact their building's library staff. You will not be able to access any Office 365 or Student Advantage resources without the correct username and password.

Logging In To Office 365

Once you have the username and password, open your web browser (the latest version of Internet Explorer is recommended) and visit https://portal.microsoftonline.com. You will see the login screen below.

In the username field, enter your network username followed by "@islipufsd-students.org" – without the quotes. Our example of Jane Smith would enter "smijan@islipufsd-students.org" – without the quotes.

You will then be redirected to the Islip Office 365 login screen, shown to the right. The "User name:" field should be pre-filled with the username entered on the previous screen.

NOTE: If the incorrect username was entered on the prior screen, you MUST close your browser and start over. Even though it appears you can edit the username on this screen, changes will not take effect and the login will fail.

Enter your network password, make note of the disclaimer, and click the "Sign In" button. You will be logged into the Office 365 portal.

Office 365 Welcome Page
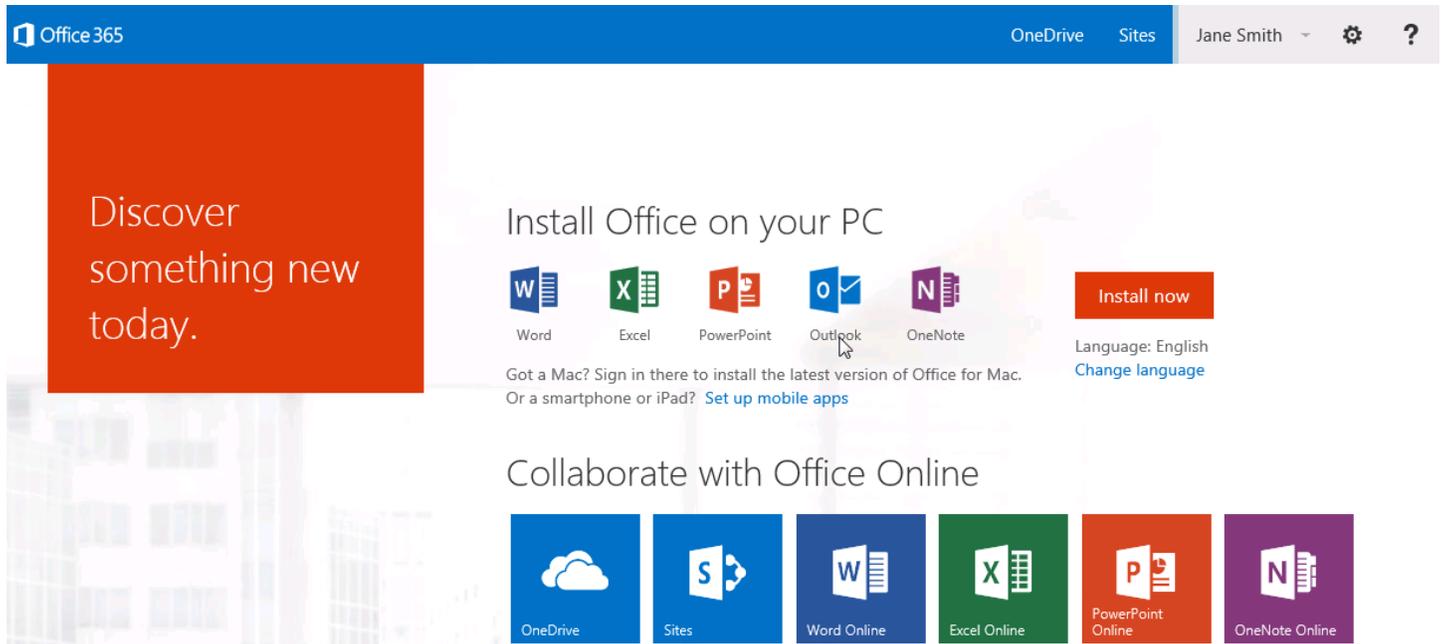
Your view may differ slightly depending on your choice of browser and/or other factors.

At the top right of your browser window, there are some important items to note.
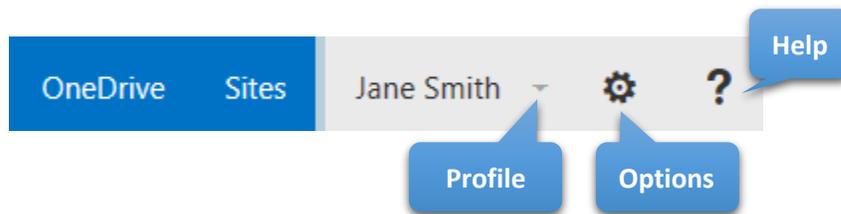
The "?" button will bring you to various help documents and tutorials on how to use Office 365. Please take some time to review the content here, as the school district cannot provide technical support on using Office 365 or Office Pro Plus.

Clicking the "gear" icon will allow you to change Office 365 settings.
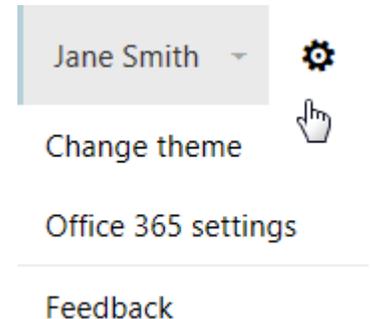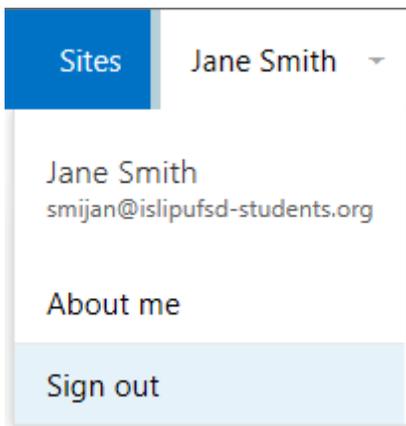
Clicking the "down arrow" next to your name will allow you to view and change your profile. This is also how you sign out of Office 365.

Clicking "Sites" brings you to SharePoint. At this time, Islip Public Schools is not implementing SharePoint.

Clicking "OneDrive" brings you to your cloud storage folders, providing 1TB of space for storing personal files. You can also use OneDrive to share files with others.
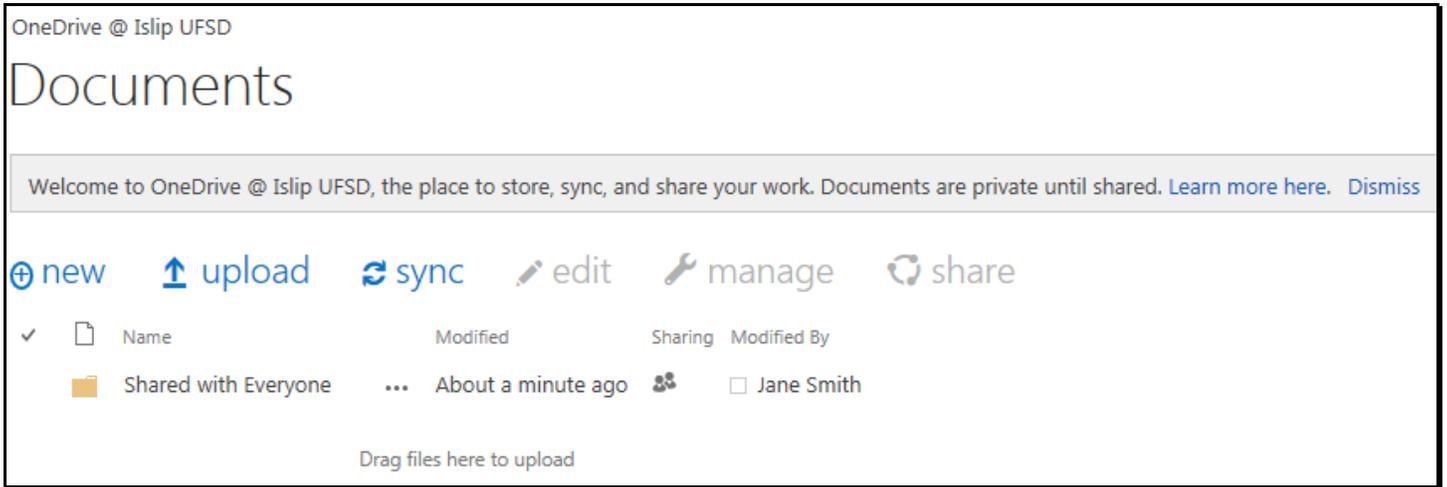
Office Online

Office 365 gives you the option of working with online versions of various Office applications, which can be used from any compatible web browser without installing any software.
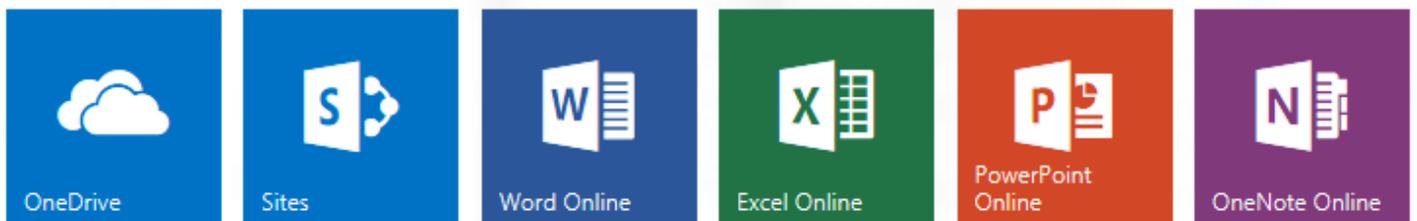
Simply click on your desired application to get started.

To install Office, click the "Install now" button, then click "Run" in the dialog that pops-up.

Install Office on your PC

Word Excel PowerPoint Outlook OneNote

Install now

Language: English
Change language

Got a Mac? Sign in there to install the latest version of Office for Mac.
Or a smartphone or iPad? Set up mobile apps

Do you want to run or save **Setup.X86.en-US_O365ProPlusRetail_d186f37e-6326-4ce4-aa00-58f2454c9d85_TX_PR_.exe** (1.00 MB) from **c2rsetup.officeapps.live.com**?   ✕ | Run | Save ▼ | Cancel |

Office

Welcome to your new Office.

We think you'll love it. Let's get started.

Next

You will see a balloon pop-up in the lower right of your screen showing the install progress.

Click "Next" and you will be given the opportunity to sign-in.

Office is installing in the background (28%)   ✕
You can use your programs now, but please don't go offline or restart your computer.
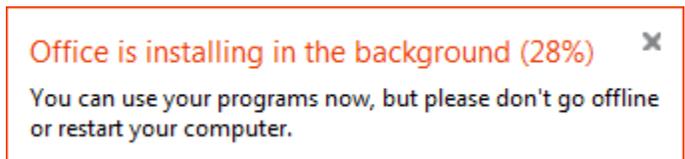
Office

Sign in and get the most out of Office.

When you sign in, you can save your documents online to access them almost anywhere and share with anyone. Your settings are also online, so you'll always find Office just the way you left it.

Learn more | Privacy Statement

Sign in

No thanks, maybe later.

Sign in

What email address would you like to use to sign in to Office? (If you already have an account that you use with Office or other Microsoft services, enter it here).

Type your email address

Next

When you sign in, your documents and settings are online
Learn more | Privacy statement

You will be asked to enter an e-mail address. You must enter the username you used originally to log in to Office 365. (e.g. smijan@islipufsd-students.org)

Sign In

User ID:

smijan@islipufsd-students.org

Password:

☑ Keep me signed in

Sign in

Enter your Islip network password, then click "Sign in."

Once the install is complete you will receive the message below.

You're good to go.

We're all done, and you can now go offline if you need to. Enjoy!
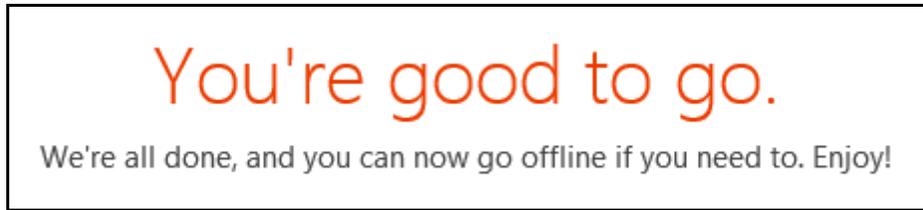
You can now start any of the Office applications. The first time you do so, you will be required to read and accept the license agreement. Click "View Agreement," read it, then click "Accept."

First things first.

By clicking "Accept" you agree to the Microsoft Office License Agreement.

View Agreement

This product also comes with automatic updates.
Learn more

Accept
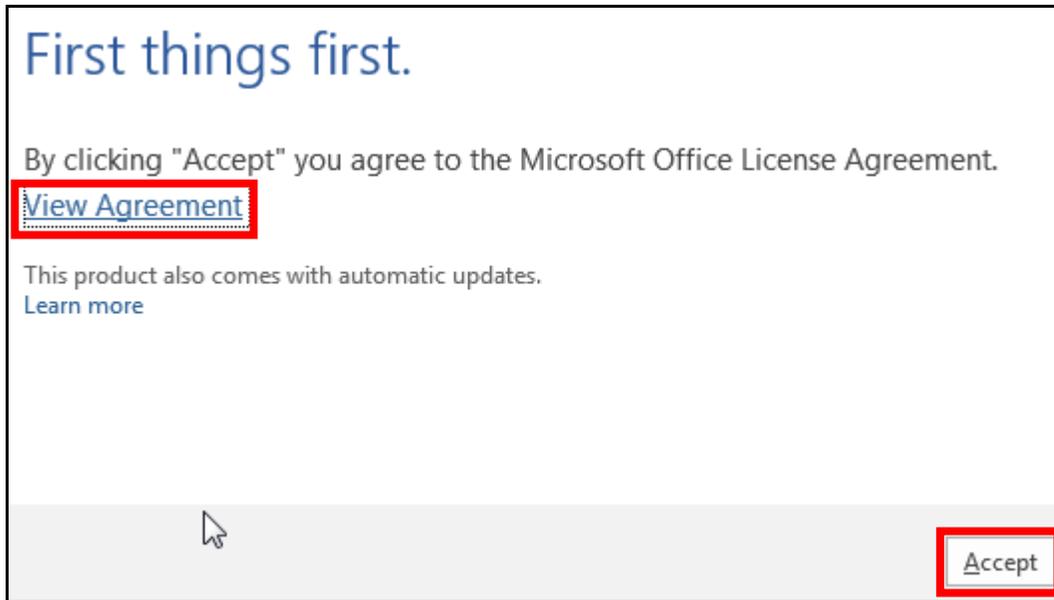
If you look at the upper right portion of the application window, you should see your name and username; this shows you are successfully logged in to Office 365, and can use your cloud storage space to save files if desired. You're all set!

Jane Smith
smijan@islipufsd-students.org
Switch account

Support

For the initial launch of Student Advantage, Islip has partnered with Kivuto to provide assistance in downloading and installing Office 2013 Pro Plus as well as other basic operations of Office 365. This service is being provided at no cost to the district through April 20th, 2015.

You can contact Kivuto via any of the methods below:

On the web: http://onthehub.com/office365/help/
Via E-Mail: office-support@onthehub.com
Via Phone: 1-855-561-4175

Kivuto *cannot* provide assistance with forgotten usernames or passwords. If you do not know your username and/or password, primary students should contact their classroom teacher, and secondary students should contact their building's library staff.

Users are also encouraged to make use of the help section for Office 365 (as referenced earlier) or visit http://support.microsoft.com for further assistance.