



All students in Langley school district have access to an Office 365 account which gives them online storage and access to the Microsoft Suite (Includes Word, PowerPoint etc.) They can use these programs and access their work anywhere on any device if there is an internet connection.

Your child's login ID is their first initial and last name with the last four digits of their pupil # (which you can find on myEdBC) @ langleyschools.ca

Ex. Harry Potter with Pupil # 2151234 would be [hpotter1234@langleyschools.ca](mailto:hpotter1234@langleyschools.ca)

### Logging In:

Once your child knows their login ID, they will need to go to [portal.office.com](https://portal.office.com) and log in there. Grade 6-12 passwords are first two initials of first name first four digits of their pupil number \$\$ ex. ha2151\$\$

Once you have successfully logged in, go to [password.sd35.bc.ca](https://password.sd35.bc.ca) and change your password to a personal and secure one.

Once you/your child has logged in, ensure it says "Good morning/afternoon... and your child's name – this will ensure that your child's work will be saved to the correct account. This is important to check on shared devices.

### Creating a new Word Document:

Once logged in, go to the OneDrive icon.

Click on the arrow next to New and choose Word Document. This will ensure that everything is saved in the cloud, making it accessible on all devices.

This will open a new window with Word Online. You need to click in the centre of the screen where it says "Document" and rename the file using your last name and the topic.

Once you have done this, you can click on "Open in Desktop App" to use the features of the app but it will still save everything you create in the cloud.

