

# STUDENT COMPUTER & IT INFORMATION



With this Handout learn how to...

**1**

Access your student Microsoft 365 account for email, cloud storage and software

**2**

Access your World Classroom account for online learning

**3**

Log in to campus computers

# MICROSOFT 365

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**CONNECT  
WITH  
YOUR  
CAMPUS!**

## Access your account

**1** **WEBSITE ADDRESS:** Go to <http://portal.office.com>

**2** **USERNAME:** Usernames are typically\*  
**firstname.lastname@academycanadastudent.com**  
(i.e. john.doe@academycanadastudent.com)

\* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above, contact your IT Support. Contact details can be found on Page 6 of this handout.

**3** **PASSWORD:** for First time logon: **1Password**

You will be immediately asked to change your password to one unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.

Once logged in you will see a screen similar to the one on the next page.

With your **FREE** subscription to Microsoft 365, you get:

- The latest Office apps, like Word, Excel, PowerPoint, and Outlook.
- The ability to install on PCs, Macs, tablets, and phones.
- 1 TB of OneDrive cloud storage.
- Feature updates and upgrades not available anywhere else.

To gain access to your account, follow the steps!



# WORLD CLASSROOM

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## Access your account

- 1** After you log in to your Microsoft 365 account, open your student email (Outlook). You will see a **Welcome email from World Classroom**. This email contains 3 easy steps to get started.
- 2** **USERNAME:** Step 1 in the email includes your username.  
Usernames are typically\* **firstname.lastname@academycanadastudent.com**  
(i.e. john.doe@academycanadastudent.com)  

\* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above or did not receive the automated email, contact your World Classroom Team. Contact details can be found on Page 6 of this handout.
- 3** **PASSWORD:** Step 1 of the email also provides a **link to create your password**. Click on the link to create a password unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.
- 4** After you log in to World Classroom you will see a **Help Tutorial** available to you. This tutorial will help you get acquainted with World Classroom and we strongly recommend that you complete this tutorial before you begin your academic program course(s).

**WORLD CLASSROOM ADDRESS:** <https://worldclassroom.brightspace.com>



# CAMPUS COMPUTERS

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**1** Turn on the computer. You will see a login screen. If someone else's name is on the screen, select 'Other User' from the bottom left of your screen.

**2** **USERNAME:** Usernames are typically\* **FirstnameLastname** (i.e. JohnDoe)

\* In cases where we have a student with the same name, your username may include an added initial. If you have difficulties logging in using the format above, contact your IT Support. Contact details below.

**3** **PASSWORD:** for First time logon: **1Password**

You will be immediately asked to change your **password** to one unique to you. Passwords must be 8 characters long and contain at least one UPPER CASE and one lower case character, along with numbers or symbols.

Record your Login information for your Campus Computers:

Username: \_\_\_\_\_  
firstnamelastname

Password: \_\_\_\_\_



## We are here to help!

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