

Student Device First Run Directions

Virtual Instruction

Step 1: Log in

- Go onsite to a BCPS property and locate an area outside of the building where the BCPS Secure Wi-Fi is accessible. If at a BCPL site you must have access to BCPS Secure WiFi.
- Login in with your BCPS username and password.
- You must remain connected to the BCPS Secure Wi-Fi for at least 15 minutes while performing the tasks below. **Look at the time and note when 15 minutes will elapse.**



Step 2: Open Microsoft Word

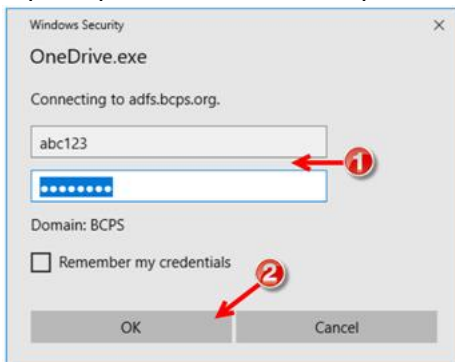
- Click the “OK” button on the Product Activated window.
- Click “Accept and start Word” button. Click “OK”.
- Close Word.

Step 3: Launch OneDrive

- Click the grey OneDrive cloud icon.
- If the OneDrive cloud icon is not visible click the hidden icons (1) and then the OneDrive Cloud (2).



- Click the “Sign in” button.
- Enter your BCPS user ID with @bcps.org included and click “Sign in”. (ex. abc123@bcps.org)
- If prompted for credentials provide BCPS username and password (1) and click “OK” (2).



- Click “Next”.
- Click the right arrow five times and finally click “Open my OneDrive folder” button.



Step 4: Ensure you have been connected for 15 minutes

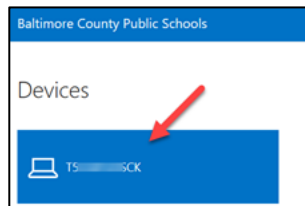
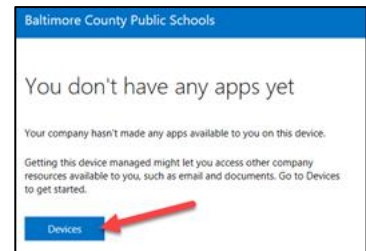
Step 5: Reboot computer while still onsite



- Click power icon at the bottom of screen.
- Select “Restart” and click OK.

Step 6: Check Portal

- After the computer restarts, log in with your BCPS username and password.
- Open a web browser like *Chrome* or *Edge* and go to <https://portal.manage.microsoft.com>.
- Follow the on-screen prompts to log into the site.
- Click the **Devices** button.
- Confirm that your device is listed on the site. If it is not you must remain on campus and wait longer while logged in for the updates to process.



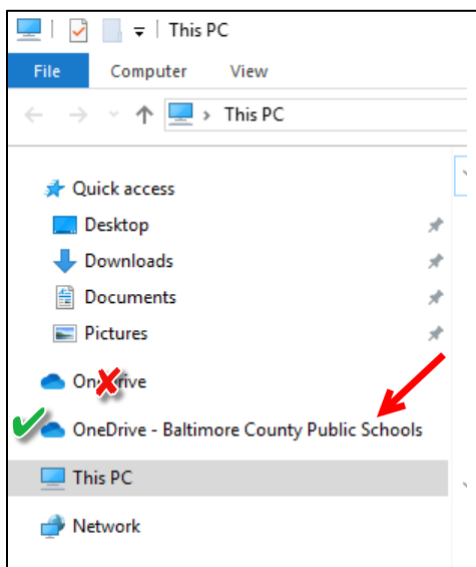
Step 7: Shutdown computer



- Click power icon at the bottom of screen.
- Select “Shut Down” and click OK.
- Wait for the screen to completely power off and then shut device.
- You may leave campus now.

Make sure to save to the correct “OneDrive”

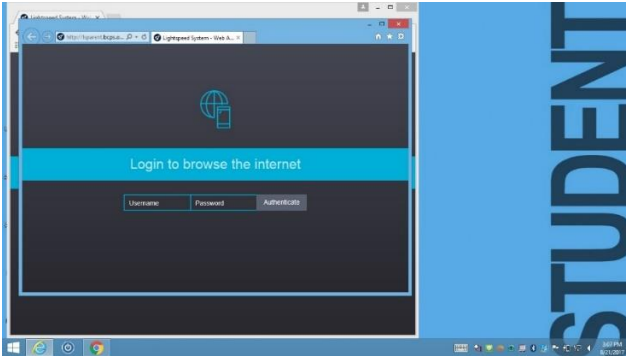
- Use the One Drive labeled Baltimore County Public Schools





When you get home: Open Internet Explorer

- Connect to your home network.
- Go to www.pbskids.org.
- If the page loads, close Internet Explorer.
- A login page *may* appear like the one below. Type your BCPS username and password then click the **Authenticate** button.



- Close Internet Explorer once site loads.

Troubleshooting Home Network Connections

- If the login page does not appear check your home network connection. Be sure other computers in the home have an internet connection.
- If the login page does appear but there is trouble connecting, try entering your BCPS credentials again.
- If you've tried both these troubleshooting steps and still cannot log in, let your teacher know you are having issues when you return to school.

Directions updated August 2020