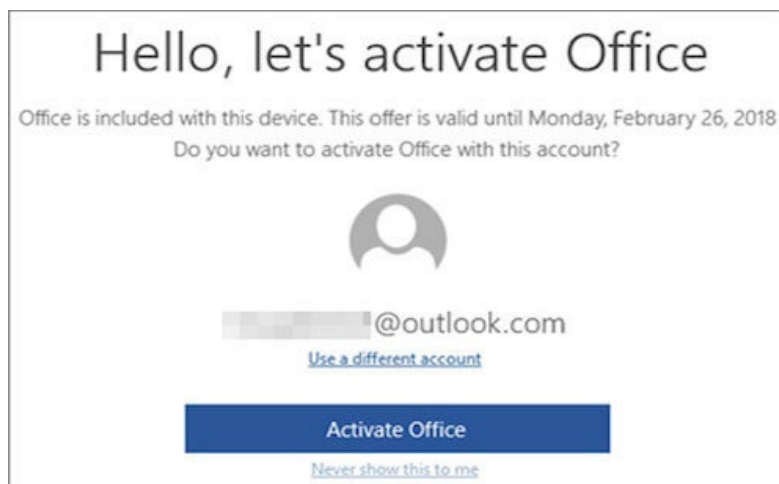
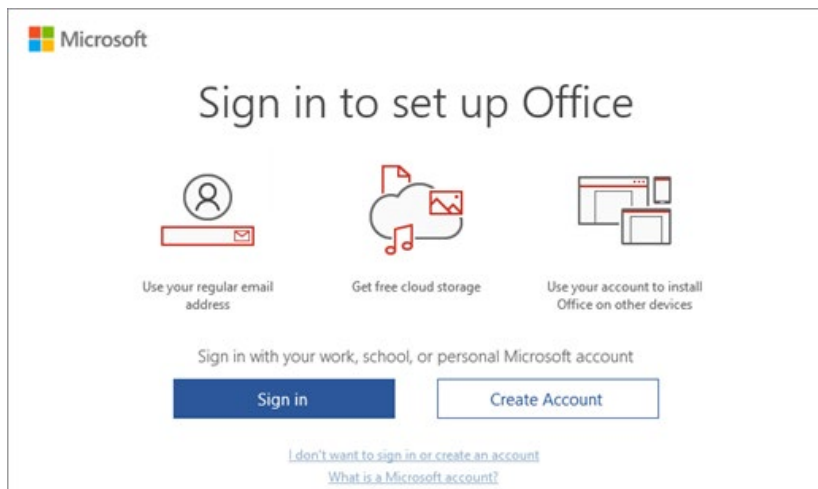


How to Sign-on to Office Applications with school account

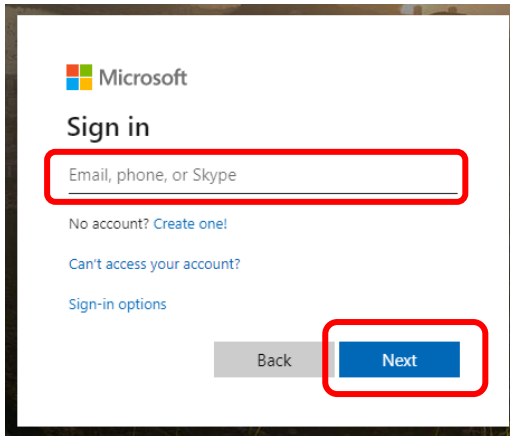
This document will guide students through the process of how to sign into Office applications with their school account. For this process students will need to know their @schools email address.

1. Open Word



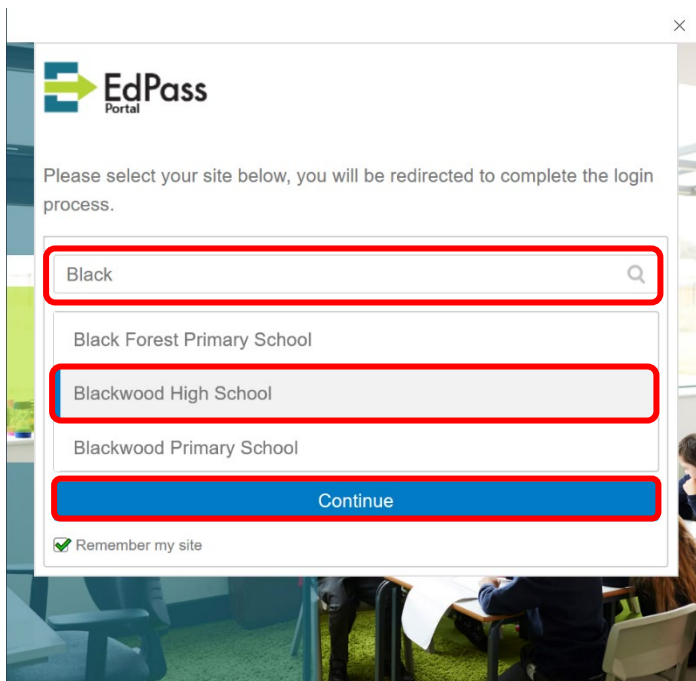
- 2b. If you didn't get either message there should be a **sign in button** in the **top right corner** of word click this and follow step 3

3. Enter in your @schools email address and click next

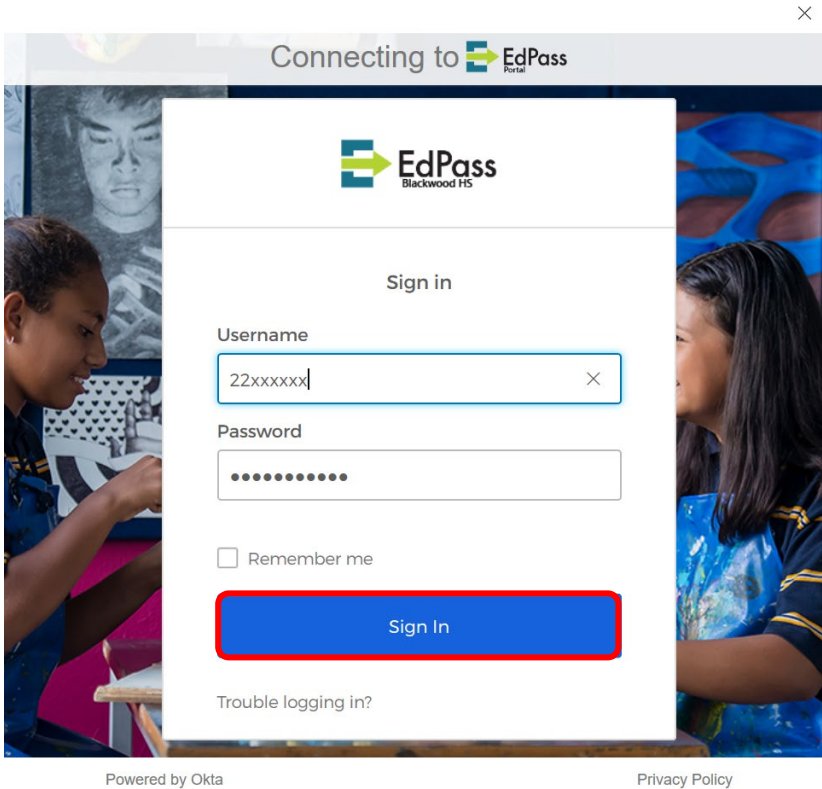



4. You will now be taken to the below EdPass school selection page. If you don't see this page, move on to the next step


Search for **Blackwood High School**, click on it to select it and then click **Continue**



5. You will be taken to an EdPass login screen, enter your school Username and Password and click **Sign In**



Connecting to  EdPass Portal

 EdPass
Blackwood HS

Sign in

Username
22xxxxxx

Password
.....

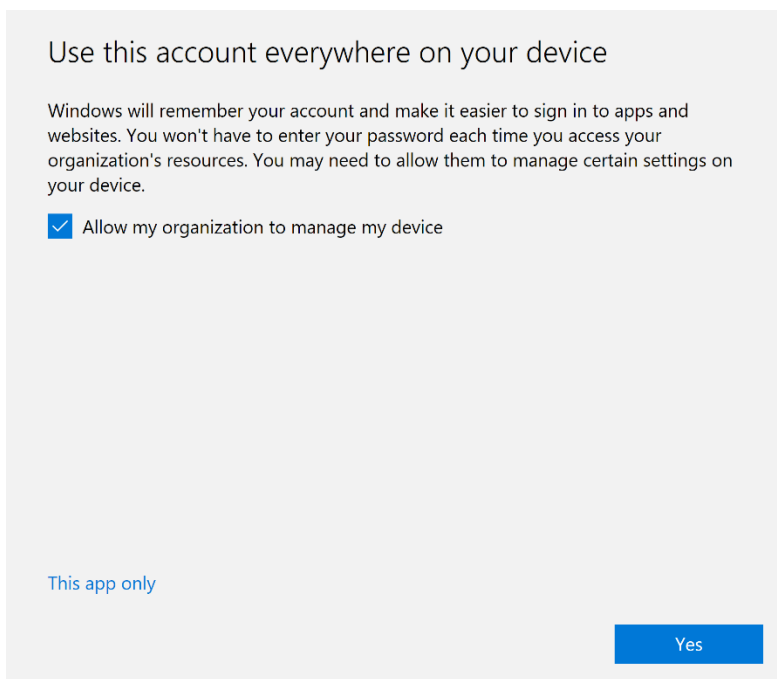
Remember me

Sign In

[Trouble logging in?](#)

Powered by Okta [Privacy Policy](#)

6. You will now be presented with a message similar to the one below you will want leave the allow my organization to manage my device selected and then click **Yes**
NOTE: leaving the allow my organization to manage my device selected will ensure that other office 365 applications sign in automatically



Use this account everywhere on your device

Windows will remember your account and make it easier to sign in to apps and websites. You won't have to enter your password each time you access your organization's resources. You may need to allow them to manage certain settings on your device.

Allow my organization to manage my device

[This app only](#)

Yes

7. Office should now be activated after closing and reopening word.

If you have any issues please see the BHS ICT Team.