

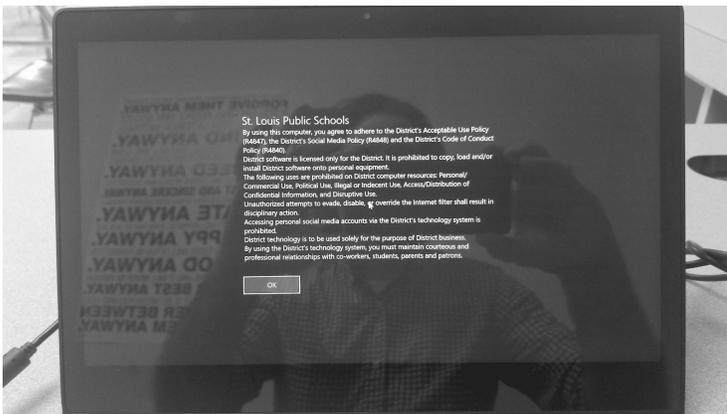
Logging Into Your New Laptop for the First Time (And Installing Microsoft Teams Windows App)

If you still have questions, or run into problems, please call the SLPS Parent Help Desk at 314-345-5757 or email them at helpdesk@slps.org

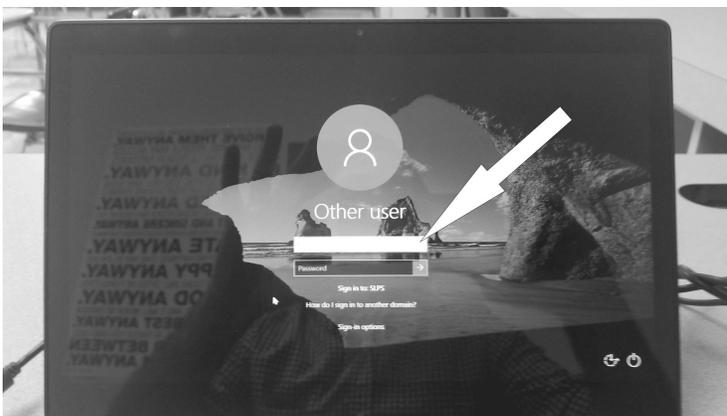


Some of the pictures may look a little different than your screen because you have a much newer computer than I do :)

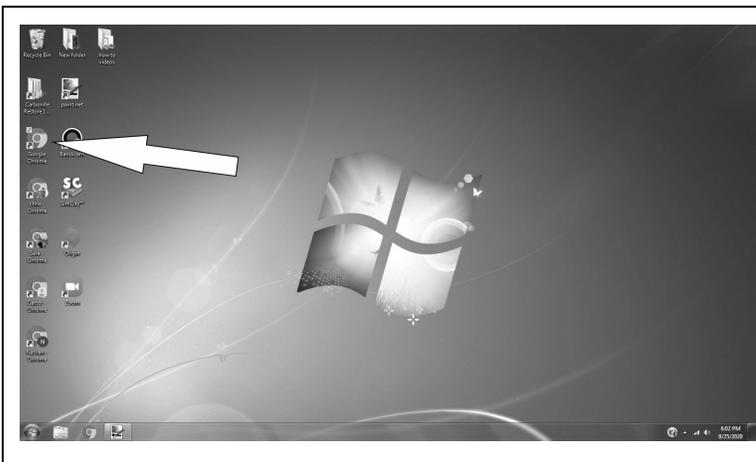
1. Click anywhere on this first screen



2. Read the district's technology policy and click "OK"



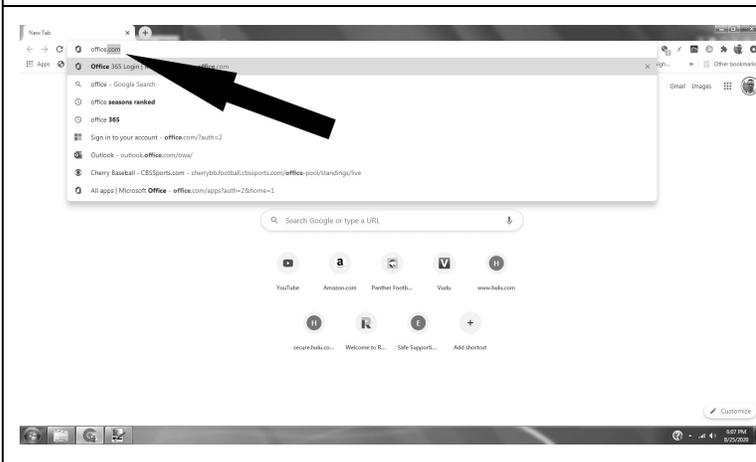
3. Here's where that other sheet of paper comes in handy.
 - Enter your "Student Network Sign In" in the username box. It should look something like: `smartens4642`
 - Enter your "Student Network Password" in for the password, it's probably something like: `kuyf9859`



4. Now you're on!

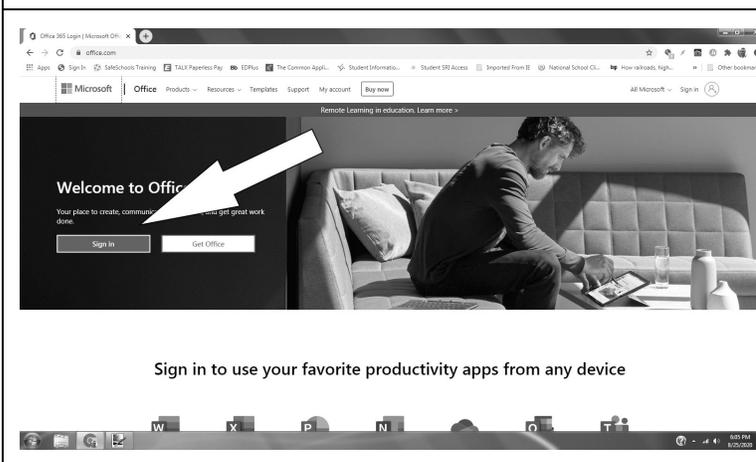
**You need to check something for me quick. If you have a purple icon over on the left that says "Teams" I want you to skip all the way to step 11.

If you don't have the purple icon, I want you to open GOOGLE CHROME. Double click the little green/yellow/red icon.

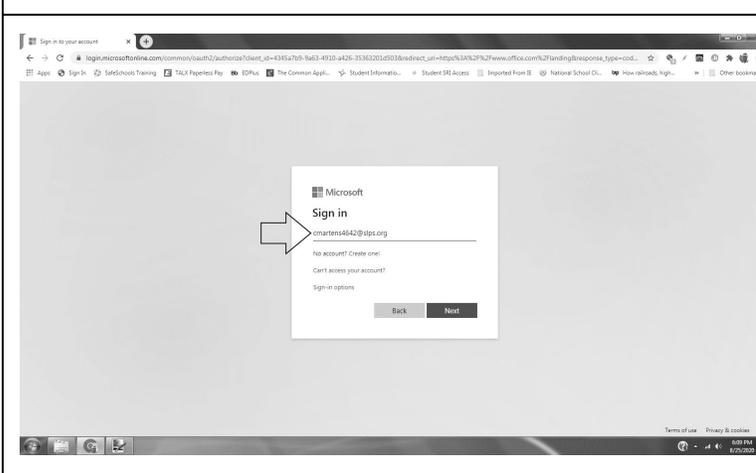


5. In your web browser, go to office.com

*Just type it in the place I'm pointing the arrow to over there and hit enter



5. Now you should be on the Office sign-in page pictured on the right. Go ahead and click "Sign In."

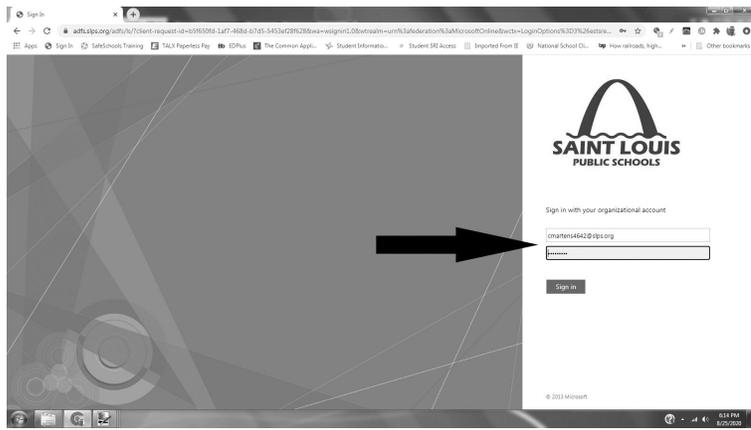


6. It gets a little tricky here, so pay attention. DO NOT PUT IN YOUR EMAIL ADDRESS.

*Enter the same "Student Network Sign In" that you used before PLUS "@slps.org"

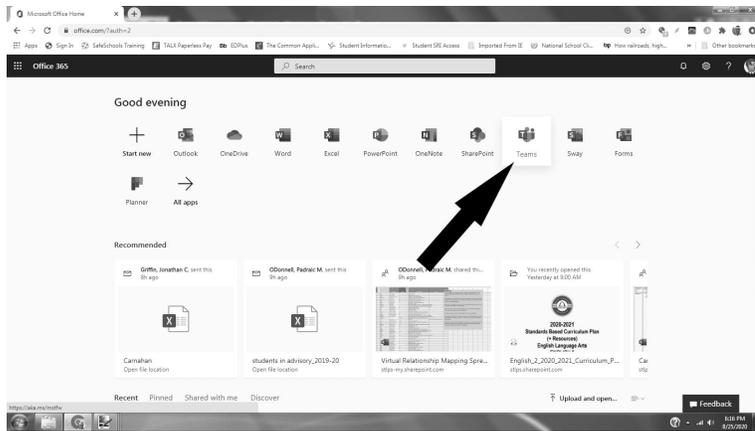
It should look like this:

smartens4642@slps.org



7. Now it's going to take you to the district login page. You should see your "Student Network Sign In +" in the box already.

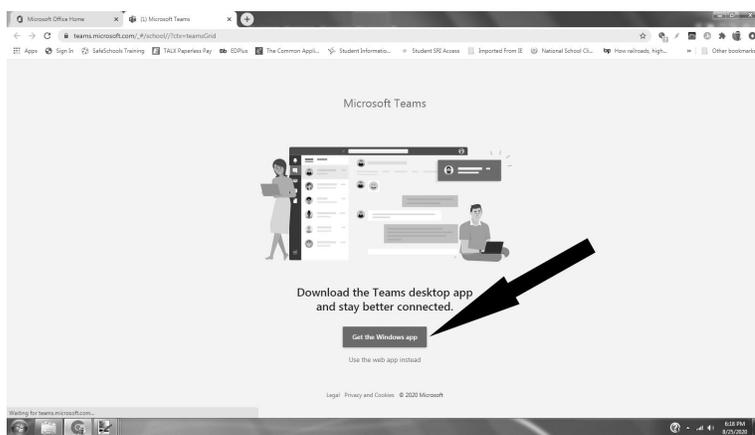
- Enter the same "Student Network Password" you used earlier.
- Click "Sign In"



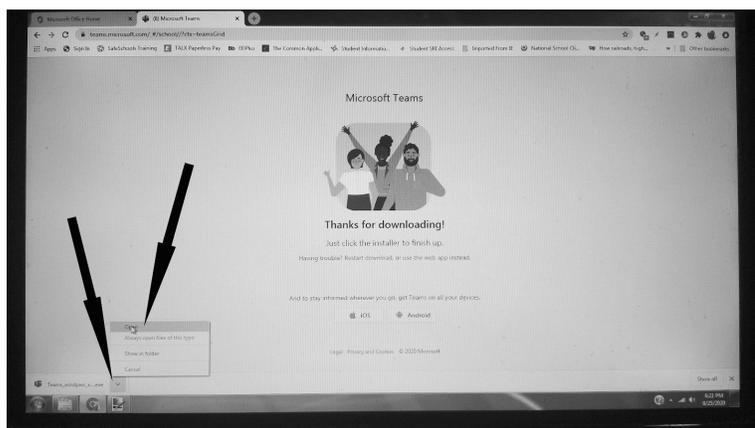
8. You may have seen a couple of pop-ups before you arrived here. Click "save" and "yes" unless someone else is going to be using your computer.

*This page may take a while to load the first time.

- Click on "Teams"

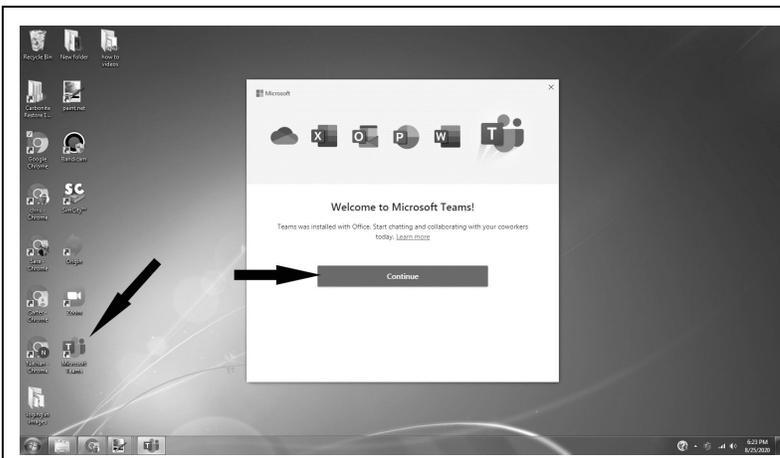


9. After another long wait, you'll see this page. In order to install the windows app, you'll want to click on the big purple button that says "Get the Windows app"

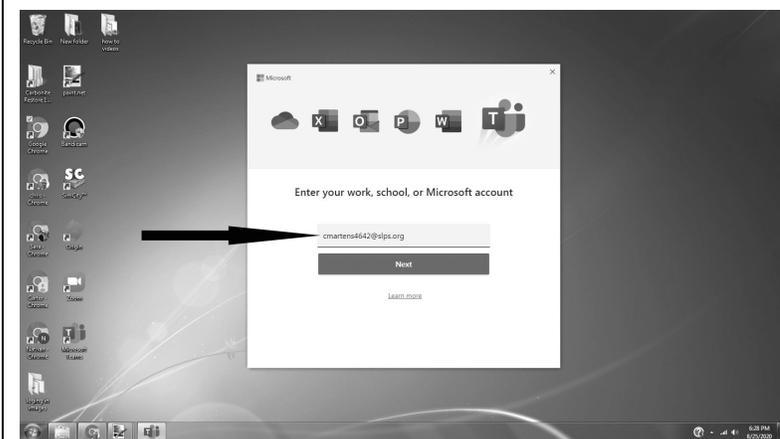


10. A box similar to the one in the picture should appear soon. You want to click the arrow next to it and choose either "Open" or "Open When Done"

*Now wait. You may want to minimize your windows so you see what's going on, but the software has to download and install.



11. If your software has been installed properly, you will see a purple “Teams” Icon on the left.
 *Once installed, Teams may or may not open automatically. If it doesn’t, just go ahead and click on that purple icon.

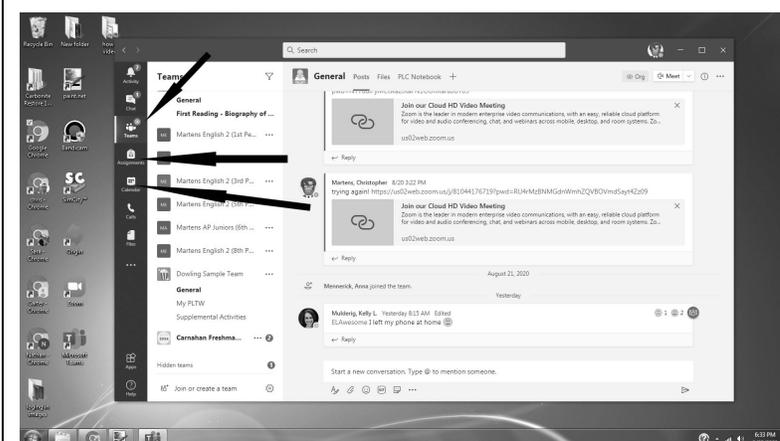


12. Teams may just open entirely, but it also might ask you to login again. If it does, use that “Student Network Sign-In + “@slps.org” again. It should look like this:

cmartens4642@slps.org



13. If you had to logon, you’ll be redirected to the district page again. Enter your “Student Network Password” and click sign-in.



14. You’re in Teams!

- Check your Calendar for live events
- Click on Teams to see all of your classes
- Click on Assignments to directly access assignments for each of your classes.