**2019 Student Device First Run Directions**

**Step 1: Log in**

* Login in with your BCPS username and password.

**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: Shut Down** 

* Click power icon at the bottom of screen.
* Select “shut down” and click OK.
* Wait for screen to power off and close the lid.

**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](http://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.