



Sanford Middle School Students are being provided student e-mail accounts through Microsoft Office 365. Student email accounts are available beginning the week of May 11th, 2015. Email accounts are being provided to support and enhance the instructional experience, both in and outside of the classroom. Several benefits are part of the Office365 package: details of these additional benefits will be communicated later.

Email accounts are accessed through the district's portal, which is called "ePassport". The following 5 steps will allow you to access your Office365 email account-

1. Using your browser, go to school web site epassport.scps.k12.fl.us
2. Enter your student identification number in the Username field.
3. Enter your birthday (YYYYMMDD) in the Password field.
4. Click on the Office365 tile once you enter ePassport.

Congratulations, you've successfully accessed your Office 365 account for the first time!

Now that you've successfully accessed your Office365 account, it's a good time to review our Acceptable Use Policy for Creating Digital Citizens (SBSC Policy 5.52). Here are some highlights from the policy but you are encouraged to review the 4-page policy at www.scps.us

- The use of technology resources provided by SCPS should support educational objectives.
- Cyber-bullying, harassing, insulting, and/or spreading messages of hate or discrimination is unacceptable.
- Protect personal information of self and others by not sharing full names, home addresses, phone number(s), ages, birthdates, and passwords.
- Remember, your safety and safety of your peers at Sanford Middle School is everyone's responsibility. We can help practicing good *Digital Citizenship* behavior.

Office 365 Benefits

STUDENT EMAIL AND OFFICE 365 ONLINE

New for [Sanford Middle School](#) students is Office 365 and email provided for free by the Seminole County Public Schools.



1. This email account is your official SCPS email account that all your teachers will be able to use to send you grade updates, assignment reminders, etc... all things to make your school life better, and hopefully help you succeed at Sanford Middle School.
2. With this free email account you also get access to installing many of the Microsoft software products Online on your home computer, personal laptop, iPad, and phone.
 - a. Word
 - b. Excel
 - c. PowerPoint
 - d. Outlook
 - e. OneNote
3. You will also have access to **OneDrive**. In OneDrive you can keep all the school files you need for your classes and assignments. They will be available wherever you are in the world as long as you have Internet access. No more worrying about where you saved your files. They are in the Cloud.