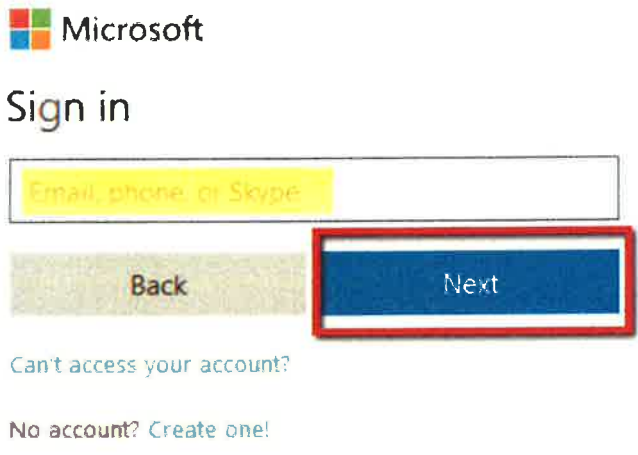Frequently Asked Questions - FAQ 1174
Category: General / Misc
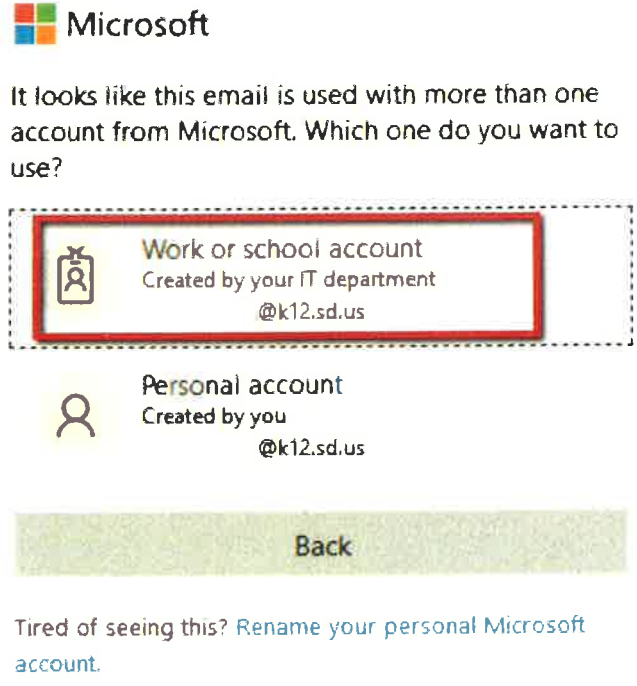
FAQ 1174

Question:
How do I log in to Office 365?
Answer:

1. Go to https://portal.office.com
2. Enter your full K-12 email address, and then click **Next.**

Microsoft

Sign in

| Email, phone, or Skype |

| Back | Next |

Can't access your account?

No account? Create one!

- **NOTE:** If you get the following prompt, click on **Work or school account:**

Microsoft

It looks like this email is used with more than one account from Microsoft. Which one do you want to use?

Work or school account
Created by your IT department
@k12.sd.us

Personal account
Created by you
@k12.sd.us

| Back |

Tired of seeing this? Rename your personal Microsoft account.

3. On the K-12 Data Center Single Sign-On page, use either your full K-12 email address or your username

prefaced with "K12SD1\" (e.g., K12SD1\TY003), and then click the **Sign In** button.

K-12 Data Center SSO

K-12 Data Center

Sign in with your email address or K12SD1\username.

Password

Sign in

4. Click the **Sign In** button.

Note: The first time you log in to Office 365, the system will take a few minutes to set up your Office 365 tools. Please allow several minutes before trying to access your tools.