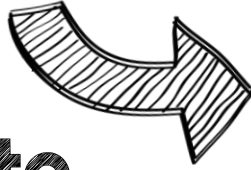


CCHS Student Guide to Signing Into



Laptop or Desktop Computer
Edition

Directions:

1. Open the "Google Chrome" browser on your school or home computer.
2. Visit www.office.com and click on "Sign in" on the top right of the browser.



3. Enter your username/email address.

Each student has a unique username/email address

Your user name is the first 3 letters of your first name, the first 3 letters of your last name, and the last two digits of the year you graduate.

For Example: Jane Sample, Class of 2022

Username/email : jansam22@crockettcavs.net

4. Enter your password.

Your password are "Pass" plus the last 4 digits of your PermID in synergy.

Example: PermID is 4321231

Password: Pass1231

5. Click "Sign In"

6. You now have access to the following:



Email



PowerPoint



Word



Excel



Teams

and
more...