

Calvary Baptist School

Parent Portal Login Procedure for Microsoft 365 & MS Teams®

We have established a Calvary Baptist School account with Microsoft. This will provide Office 365 Online to each of our students. With your login, you will be able to use MS Teams to see all the classes in which your students are enrolled.

Note: Please only use the username supplied to you by Calvary Baptist School for this account. Microsoft may send you a notice to merge multiple accounts. Please answer **NO** to this offer as it may adversely affect the licensing of the accounts and change functionality of the academic features.

If you have any questions, please call Mr. Boyd (936) 446-8491.

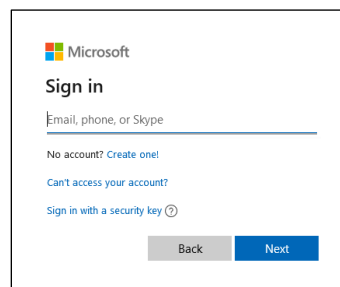
Note: If you have been using Office 365 (in the Spring of 2020 or more recently), please skip to **2. Using Your Existing Calvary Baptist School Account** on page 6 of this document.

1. First-time Login to Office 365

Microsoft Office 365 Online looks identical in most browsers. These steps will be the same for each browser.

Getting Started:

1. Open the browser (Edge, Chrome, Firefox).
2. Type **portal.office.com** in the address bar and press **Enter**.

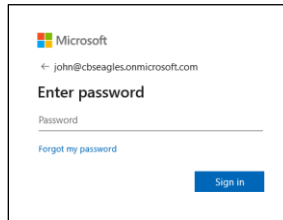


Sign in Screen

3. Enter your Username and click **Next**.

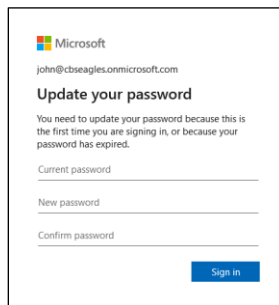
Note: If you do not know your username, please contact Mr. Boyd at the number above.

4. The password screen appears. Type **Romans58** and click **Sign in**.

A screenshot of a Microsoft login page. At the top is the Microsoft logo. Below it is the email address john@cbseagles.onmicrosoft.com. The heading is "Enter password". There is a password input field with the placeholder text "Password". Below the field is a link that says "Forgot my password". At the bottom right is a blue button that says "Sign in".

Password Screen

Note: The first time you login, you will need to change your password.

A screenshot of a Microsoft "Update your password" screen. At the top is the Microsoft logo. Below it is the email address john@cbseagles.onmicrosoft.com. The heading is "Update your password". Below the heading is a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". At the bottom right is a blue button that says "Sign in".

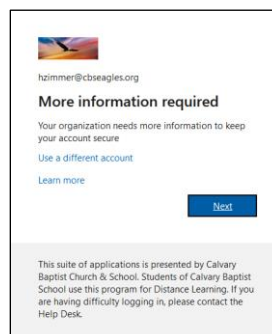
Update password screen

5. Type current password, **Romans58**.
6. Type your new password in the **New password** field.

Note: You need to make up a new password. It must be at least 8 characters long, have uppercase lowercase letters, and have a number or symbol.

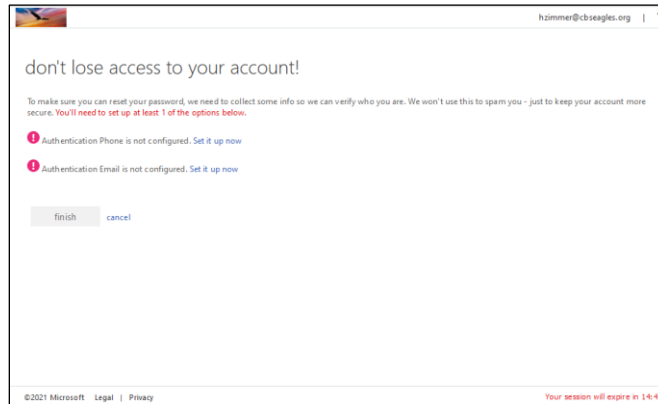
7. Type the new password again in the **Confirm password** field and click **Sign in**.

Note: The next step is to setup another means of authentication.

A screenshot of a "More information required" screen. At the top is a small image of a bird. Below it is the email address hzimmer@cbseagles.org. The heading is "More information required". Below the heading is a message: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". At the bottom right is a blue button that says "Next". At the very bottom, there is a small block of text: "This suite of applications is presented by Calvary Baptist Church & School. Students of Calvary Baptist School use this program for Distance Learning. If you are having difficulty logging in, please contact the Help Desk."

More information screen

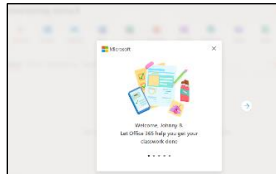
8. In the **More information required** screen, click **Next**




Setup authentication

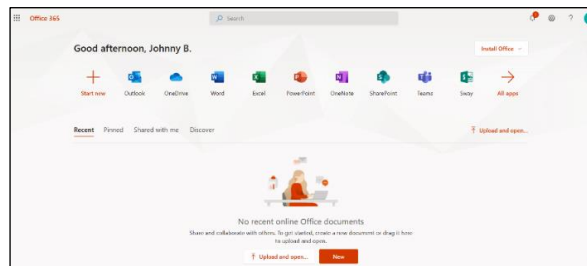
Note: You only need to setup one method; phone or email.

9. Click **Set it up now** for your Phone or email. Follow the prompts to complete setup.



Welcome screen with helpful tips

10. Click the  to review the tips and close this window.



The Navigation Window (Main Menu) for Office 365

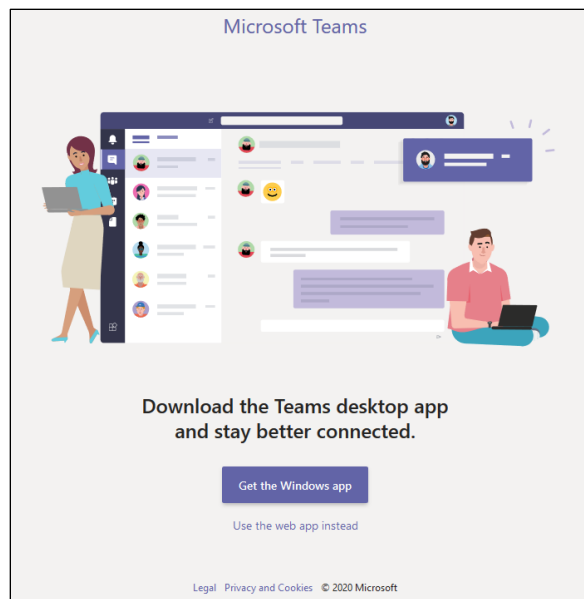
Note: This is where you will access your class(es) in the form of a Team.

Log into Teams

1. Ensure that you are at the Navigation Window (Main Menu) for Office 365.



2. Click on the Teams Icon .

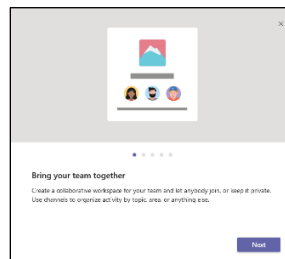


Teams Start Screen

3. For now, click on **Use the web app instead.**

Note: You can use Teams as an online app or a desktop program. You may want to visit this screen again a little later to install the program.

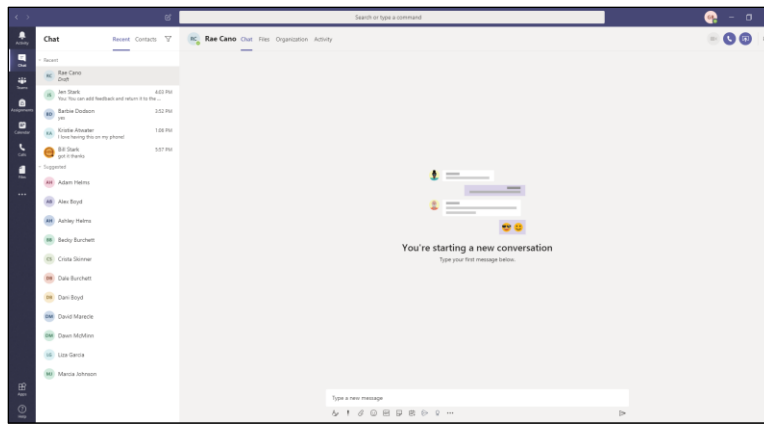
4. You may see another small window with tips.



Teams welcome & tips

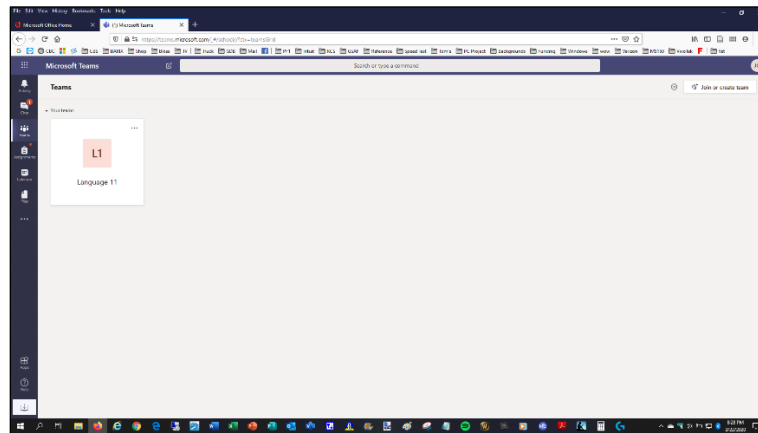
5. Click **Next** to review the tips and click through this window.
6. Click the Team icon of a class where your student is a member.

Note: The first time you enter a Team, you will be in the main chat window.



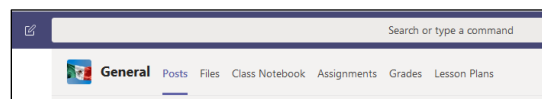
Chat window

7. Click the Teams Icon on the left side .



The Main Teams window

8. Click on one of the classes that have been assigned to your student.



The Teams Content Menu

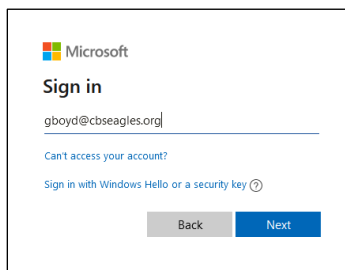
Note: This is the screen where your student will spend the majority of their time while working on school assignments. The next section gives brief explanations of each menu option.

- **Posts:** This is where a group chat for the class will be seen. Your student can post input or questions here.
- **Files:** The teacher will store class files here, although, most of the information the student needs will be available in the assignment.

- **Class Notebook:** The teacher may, or may not, use this feature. Some of the high School teachers have set these up.
- **Assignments:** Current assignments are listed here with due dates and resources (files, etc.). Not all teachers will use this feature.
- **Grades:** As assignments are turned in, grades will show up here. This may, or may not reflect the current average of grades recorded in the teacher's grade book. If you have questions about grades, contact the teacher.
- **Wiki:** Most teachers will be using the Wiki feature to post information to you, the parent, about the material your student will be covering. Tips on presenting the information or daily guides to what content comes next will be posted here.

2. Using your existing Calvary Baptist School Account

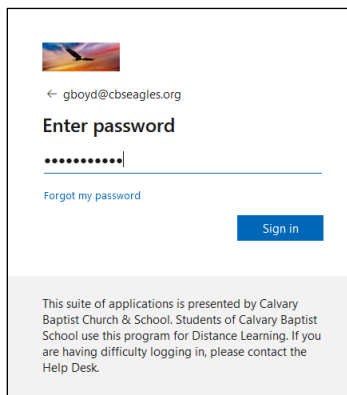
1. Open a browser (Microsoft Edge, Firefox, Chrome, Safari, etc.) and type **portal.office.com**. Then, press **Enter**.



Microsoft
Sign in
gboyd@cbseagles.org
[Can't access your account?](#)
[Sign in with Windows Hello or a security key](#)
Back Next

Sign in screen

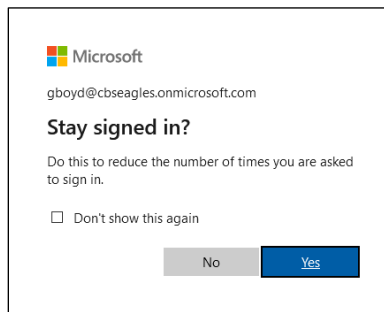
2. Type the **username** and click **Next**.



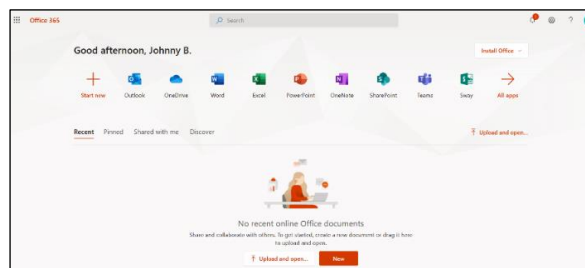
← gboyd@cbseagles.org
Enter password
.....
[Forgot my password](#)
Sign in
This suite of applications is presented by Calvary Baptist Church & School. Students of Calvary Baptist School use this program for Distance Learning. If you are having difficulty logging in, please contact the Help Desk.

Password dialog

3. Type the password, then click **Sign in**.



4. Click **Yes**.

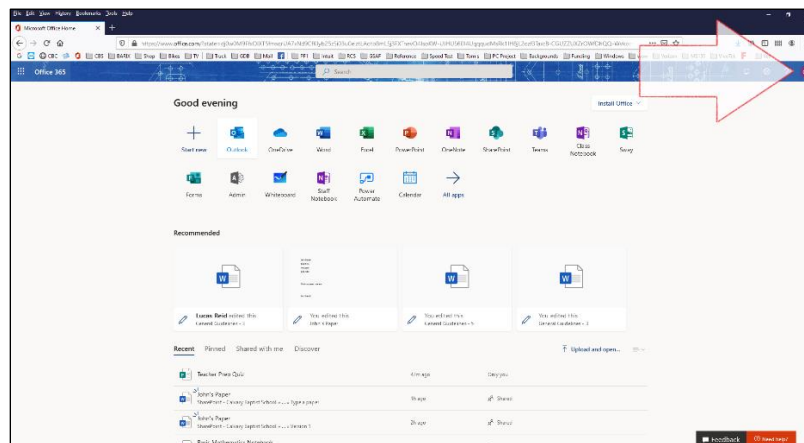


The Navigation Window (Main Menu) for Office 365

Switching Between Accounts:

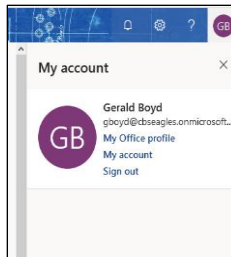
You will need to login to each account assigned to your family. By logging in, you activate each user's account.

The initials of the user signed in appear in the upper-right corner.



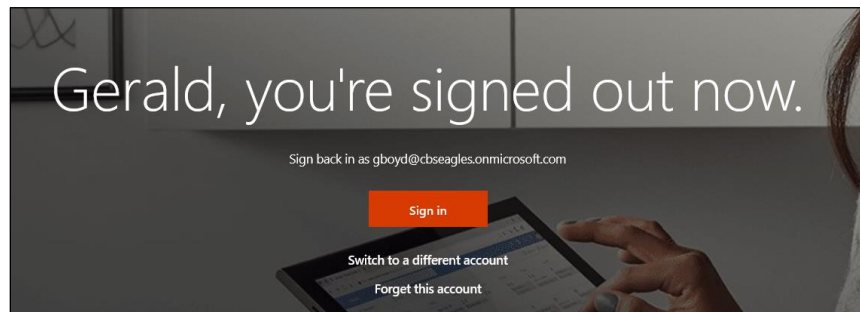
User Account Manager button

1. Click the **User Account Manager Button**.



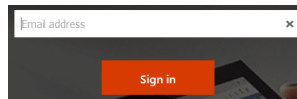
The Account Manager sidebar

2. Click **Sign out**.



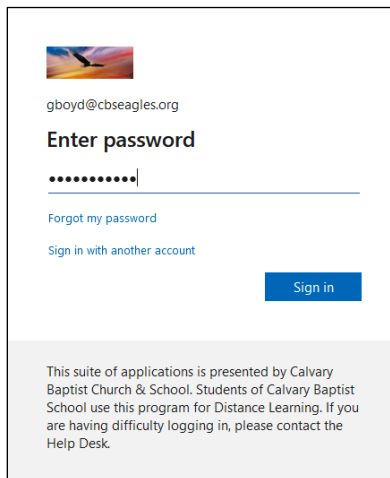
Signed out screen

3. Click **Switch to a different account**.



Email address field

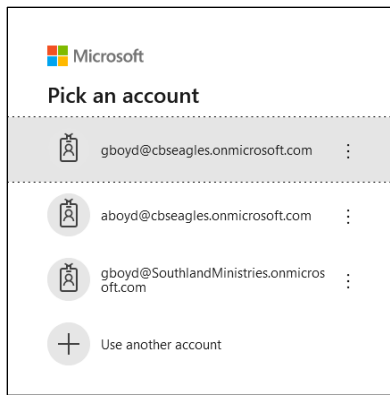
4. Type the **username** of the account you want to switch to and click **Sign in**.



Sign in screen

Note: The name of the last user appears in the top of this small screen. In this case you need to choose the **Sign in with another account** option. This seems like an extra step, but it is necessary behind the scenes.

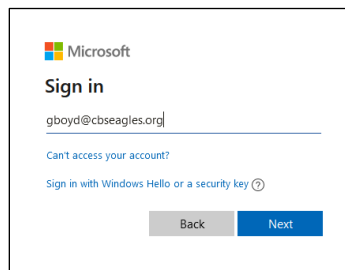
5. Click **Sign in with another account**.



Pick an account window

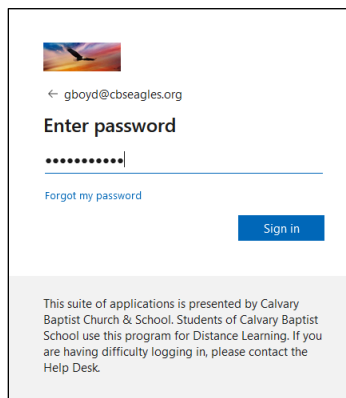
Note: A list of the Office 365 accounts you have already signed into will show up here. Remember to use the cbseagles.org username and not cbseagles.onmicrosoft.com.

6. If the username you want to sign into is in this list, click it.
7. If not, click **Use another account**.



Sign in screen

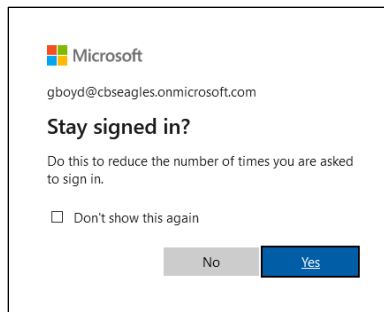
8. Type the **username** here.



Password dialog

Note: If this is the first time signing into this account, the default password is **Romans58**. You will be prompted to change the password.

9. Type the password, then click **Sign in**.



Note: Switching between accounts seems to reset this dialog box.

10. Click **Yes**.

Note: When switching between multiple accounts on the same computer, it is a good habit to get into looking at the User Icon (Initials) in the upper-right corner, to be sure that you are logged into the right account.

Repeat Steps 1 -10 in this section for each account. You should activate each account and verify each class Team for Jr and Sr High students. Elementary students will only have one Team.

If you are having technical issues, please call Mr. Boyd (936) 446-8491.