



Sinclair Elementary

A STEM & Magnet Communications School

How to access Office365 for your student:

- 1) Open your Chrome browser and go to office365.houstonisd.org
(Be sure to Bookmark this page on your Chrome browser by clicking on the star on the right of the address bar)
- 2) The "HISD Single Sign-On Service" login screen will appear.
- 3) The username is CAPITAL "S" + your child's Student ID followed by @online.houstonisd.org

EXAMPLE:

Student: John Doe

Student ID: 1234567

Username is: S1234567@online.houstonisd.org

- 4) The password is your child's 8-digit birthdate.

EXAMPLE:

11/28/2002 = 11282002

- 5) After logging in, the Office365 Apps Panel appears. Select the App you'd like to use. (*TEAMS is one of the apps on here, but I highly recommend downloading TEAMS. Just Google "Download Microsoft Teams" and click on the first link. Follow the prompts and Microsoft TEAMS will be installed on your computer. The app for TEAMS is also available on Android and iOS. Just search for the app on your device's app store.*)

HISD
Academic
Instructional
Technology
EMPOWERING EDUCATION EVERY DAY

Accessing Office 365

office365.houstonisd.org

HISD Single Sign On Service
Sign in with your organizational account

A. s#####@online.houstonisd.org
B. MMDDYYEAR

Sign in

1 Go to office365.houstonisd.org.

2 A. Type S + student identification number followed by @online.houstonisd.org
B. Password = 8-digit birthdate
Ex. 11282002 = 11/28/2002

HISD Office 365 Search

Good afternoon

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint

Teams Sway Forms Stream All apps

3 Look for application you want to use. You can check Outlook email and Teams for meetings.

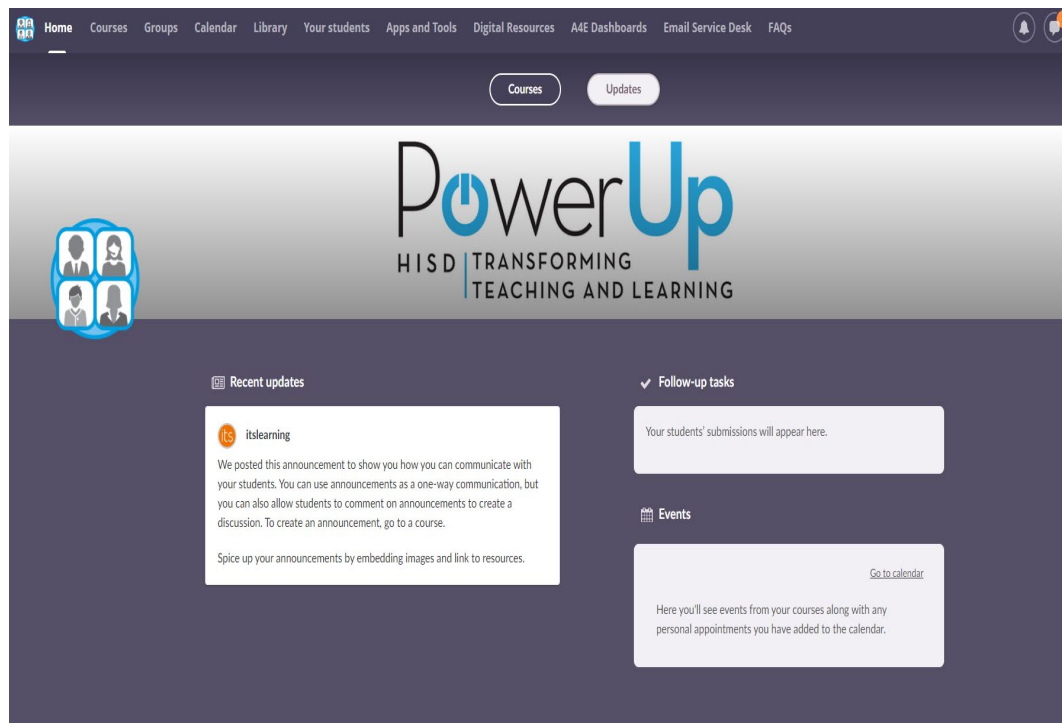


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How to access The Hub for your student:

1. Open your Chrome browser and go to houstonisd.org/hub (Be sure to Bookmark this page on your Chrome browser by clicking on the star on the right of the address bar) The "HISD Single Sign-On Service" login screen will appear.
2. The username is **"S"** + your child's Student ID followed by @online.houstonisd.org
EXAMPLE:
Student: John Doe
Student ID: 1234567
Username is:
S1234567@online.houstonisd.org
3. After logging in, The Hub's main panel appears, and you can select anything from your child's virtual classroom on the tabs above.



PASSWORDS FOR THE HUB:

- Passwords for grades Pre-K and K are 1234
- Passwords for 1st Grade are 1212
- Passwords for grades 2nd through 5th are your child's 8-digit birthdate.

EXAMPLE:

11/28/2002 = 11282002