

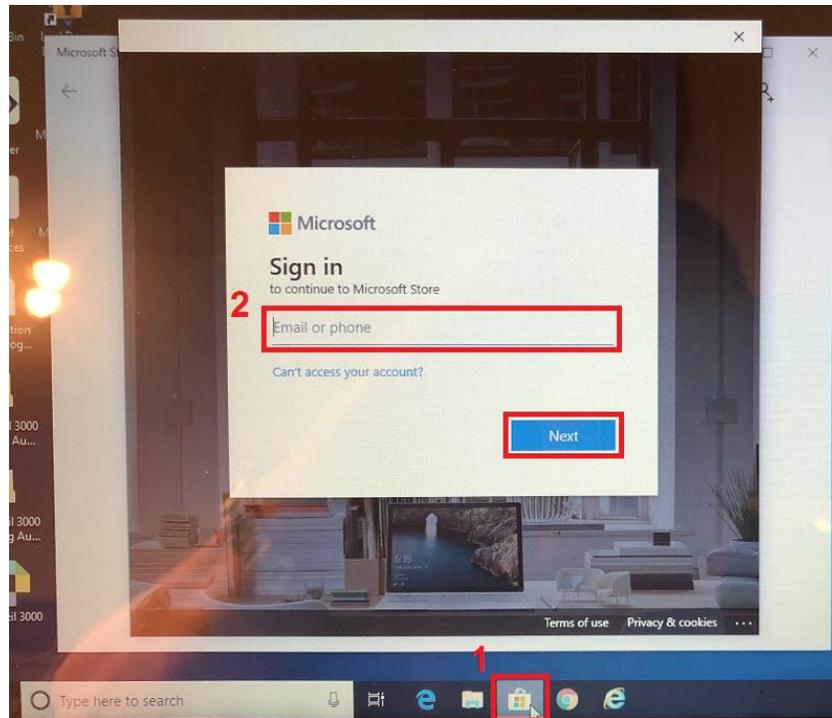


Using the HISD-Managed Microsoft Store to install STAAR TESTING APP

Instructions: Please follow the steps outlined in this task card to install testing applications from the HISD-Managed Microsoft Store. If issues or errors are encountered in executing any of the steps, please contact **Mr. Kassem Campbell** through **TEAMS** or submit a help ticket at <https://tinyurl.com/JackYatetestechsupport>

Log in to the Microsoft Store on the taskbar

1. Log into your laptop and click on the **Microsoft Store icon** located on the task bar.
2. Type your student email address in the format **s + your id number@online.houstonisd.org** (Ex: s123456@houstonisd.org) and click **Next**



Log in to the Single Sign On Service

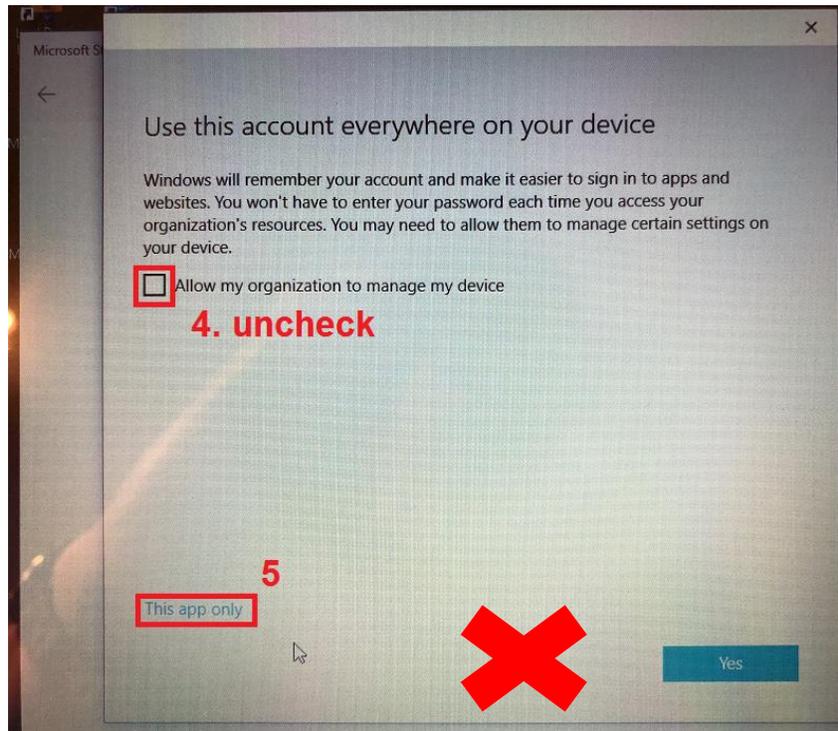
3. A new window for single sign on will open. Enter your email address in the format **s + ID number @online.houstonisd.org** and password (your date of birth) in the format **mmddyyyy** (Ex:01/02/2003); then click **Sign In**



Uncheck manage my device and select "This app only"

After a few seconds, a new window will appear.

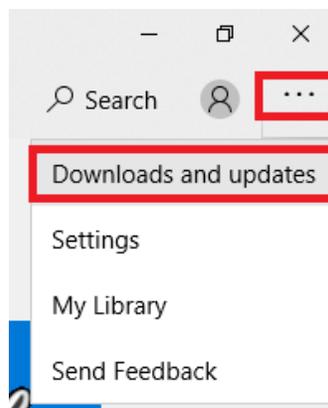
4. **Uncheck (remove the check)** next to "Allow my organization to manage my device."
5. Click "This app only". **DO NOT click on Yes.**



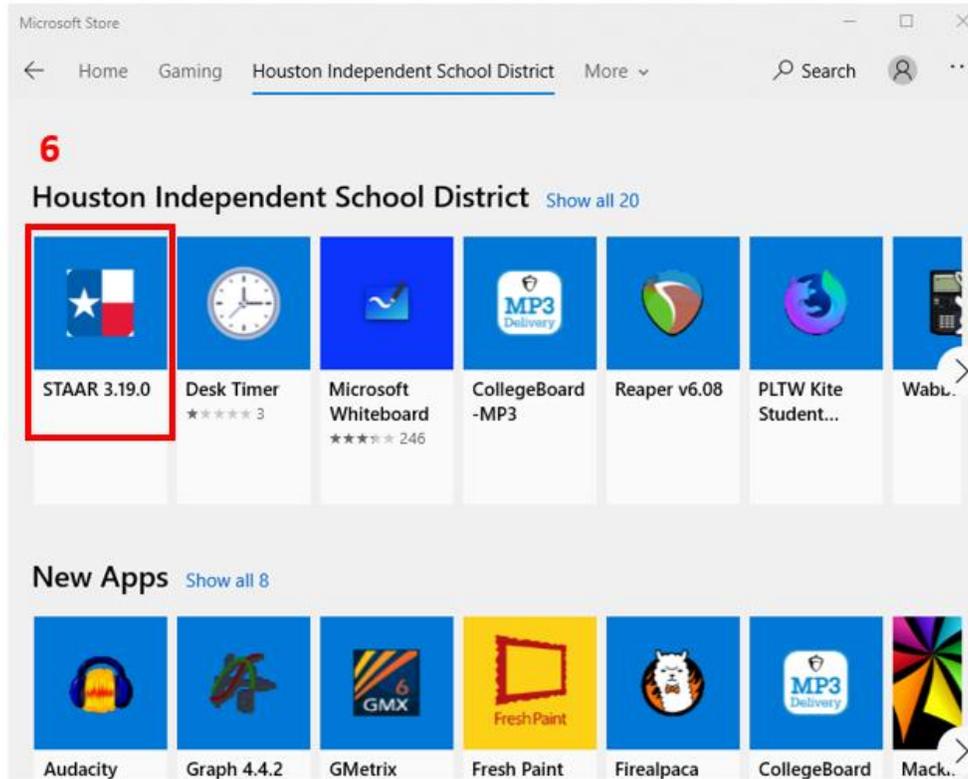
Select and Install the testing application you need

After a few seconds, the window titled **Microsoft Store** will appear. If an empty window appears with the message "**Try that again**", **ignore the message** and wait a few seconds longer until the Microsoft Store window appears.

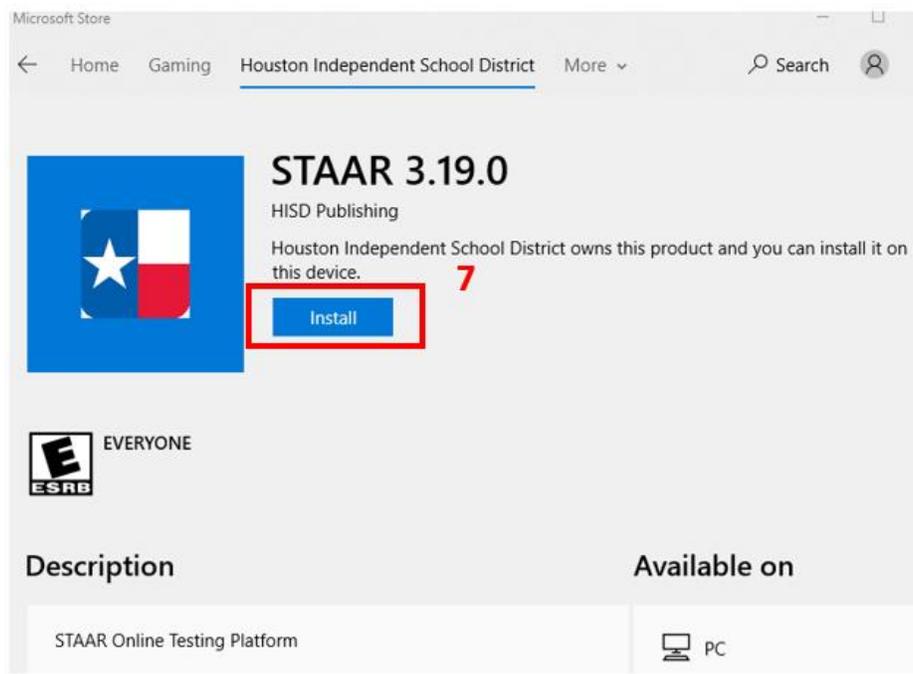
NOTE: If the testing application you are looking for is not appearing, then click on the **three dots** on the upper right and select "**Downloads and updates**", and then select "**Get updates**".



6. Click on the icon for the **testing application**.



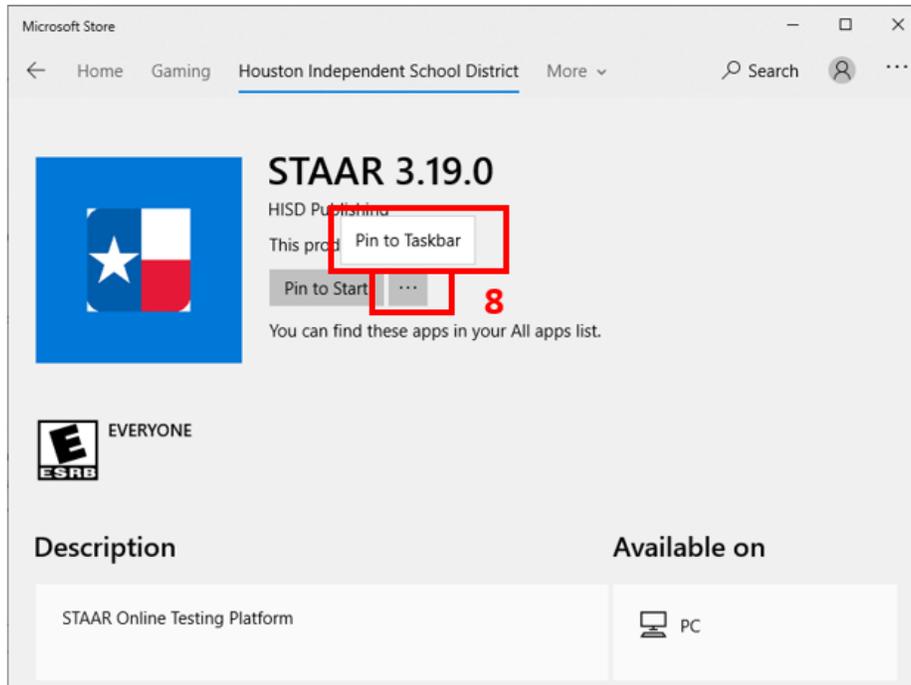
7. Click on **Install**.



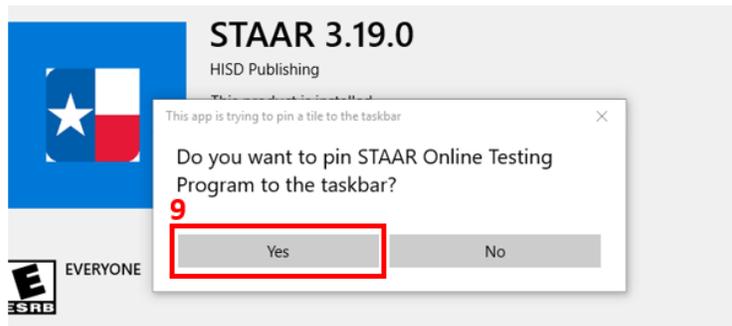
Select more (...) and Pin to Taskbar

After a few minutes, the lock down browser will finish downloading and the progress bar will disappear.

8. Click on the **three dots ...** and select **Pin to Taskbar**. The Respondus icon will then appear on the taskbar.



9. A pop-up window will appear, asking "**Do you want to pin the Lockdown Browser Lab to the taskbar?**". Select **Yes**.



10. Once the application icon appears on the task bar, **close** all remaining installation windows by clicking on the close icon (the **X**) on the upper right-hand corner of the window.

