



Instructional Access Form for Students

School: MILLER GROVE HIGH SCHOOL

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Listed below are the main instructional platforms that will be used for Virtual Learning. The information provided will assist with access credentials.

The main platform for Virtual Learning will be **Microsoft Teams**. Microsoft Teams will be used for LIVE learning sessions AND for daily communication of learning assignments. Students will also use Teams for any teacher/student feedback. You will use your s-number and DeKalb password to sign into the computer and to access your Microsoft Office 365 Apps. The <u>default password is dekalb00</u>.

Virtual Learning Technical Support Request Link - <u>DCSD Technical Support</u> Help Desk 678-676-1188

Note: For instructional resources not available through Launchpad, technical support will be available through the local school or vendor.





VIRTUAL LEARNING STUDENT ACCESS SHEET









How do I log into Launchpad from a Personal Device to Access Verge and Microsoft Teams?

Method 1 (Personal Device):

- 1. Go to the following URL: students.dekalbschoolsga.org
- 2. Click on the words Login with Active Directory
- 3. Username is your DCSD issued student number (Ex. s1234567@dekalbschoolsga.org)
- Password (Grades 6 12): Students in grade 6 12 must log into a DCSD student computer to set their password. The default password is dekalb00. The student will be prompted to change password which will take about 15 minutes to communicate to the appropriate systems.
- 5. Click Sign In
- 6. The LAUNCHPAD portal screen should appear.
- 7. Locate and Click on the VERGE icon
- 8. Locate and Click on the Office 365 icon Office 365

Method 2 (Personal Device):

- 1. Go to the dekalbschoolsga.org website
- 2. Scroll down the home to locate the LAUNCHPAD ICON Camelination
- 3. Click on the icon and you are now logged in to access resources
- 4. Locate and Click on the VERGE Icon
- 5. Locate and Click on the Office 365 icon Office 365

Method 3 (Chromebook - School Issued Device):

- 1. Locate LAUNCHPAD Icon on your Desktop Camelonal
- 2. Click on the Icon and you are now logged in to access resources
- 3. Locate and Click on the Verge Icon
- 4. Locate and Click on the Office 365 icon Office 365

Instructional Link: https://youtu.be?CDgg5v_3wyQ