

Student Quick Access Guide.

Listed below are applications you will use from day to day for class assignments/homework and how to access them.

1. Signing onto the laptop: Student network account

- Use your seven digit student id and your password.
 - Typically, the password is your seven digit number. Once you log in and want to change your password, key in from your keyboard Alt Ctrl Delete at the same time and select "Change a Password". Take note you can only do that on the school network.
 - Example sign in student account: username: 0192303 password: 0192303

2. PO Mounties website. <http://www.pomounties.org>

- a. The PO Mounties Website is your resource to all your applications. There is icons on the top right of the page to access Office 365, Email, Microsoft Teams, and One Drive.



- i.
- b. Students Menu. The website also has a place for you to access your Sapphire portal. Sapphire is where you can view your grades.



3. Office 365 – Word, PowerPoint, Excel, Teams, OneDrive, Outlook, Forms, etc



- a. Click the shortcut icon on your desktop that says "Office 365." It should log you in automatically. If not type in your username and password.
- b. From the PO Mounties website, click the square icon Office 365 on the top right of page.



4. Outlook Student Email.

- a. Your email address is your seven digit ID @ pomounties.org. ex. 0190230@pomounties.org
- b. Access your email by clicking the "email" icon on your desktop.
- c. Access your email by clicking the "outlook" icon on your system tray bottom.



5. Teams

- a. Click the Teams icon from your desktop that says "Teams". It should log you in automatically. If not type in your username and password.
- b. From the PO Mounties website, click the Teams icon on the top right of the page.



6. OneDrive

- a. Click the cloud OneDrive icon from your desktop that says "OneDrive". It should log you in automatically. If not type in your username and password.
- b. From the PO Mounties website, click the OneDrive cloud icon on the top right of the page.



7. DRC INSIGHT Online Assessments Used to take the PSSA, or Keystone Assessment Test. Double click the icon to make sure your software is ready for testing.