Login Directions

- Using your internet browser, navigate to **portal.office.com**

```
Student Office 365 Login:
- Username: Student ID#@students.k12.dc.us
- Password: Date of Birth (mm/dd/yy)

Staff Office 365 Login:
- Username: first.last@k12.dc.gov
- Password: email password

Username example:
If your DCPS email address is don.clarke3@dc.gov, then your Office 365 login will be don.clarke3@k12.dc.gov. You will only use @k12.dc.gov to login for Office 365.
```