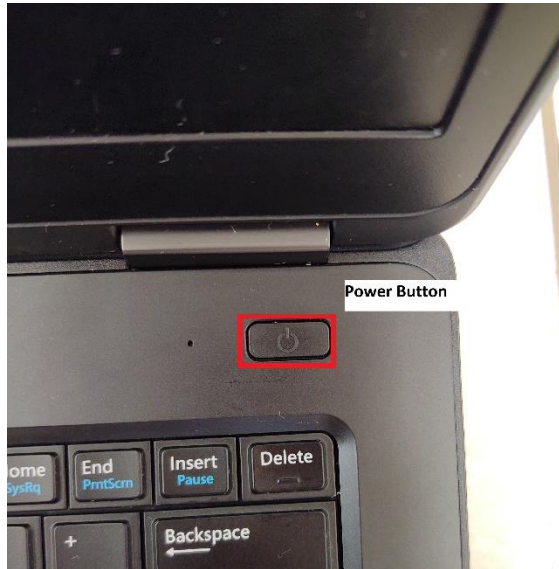


2020-2021
Jardine
Technology Guide

Technology Start Up

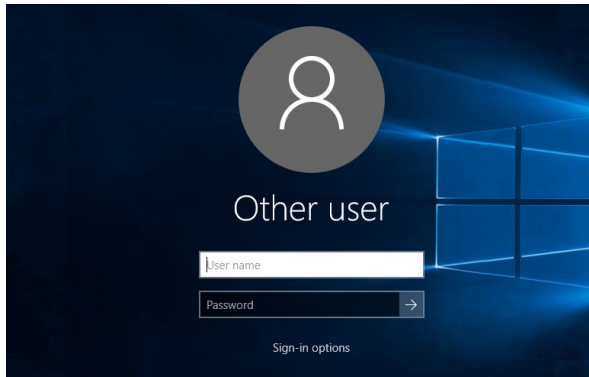
- 1) Plug in laptop using provided power cable
- 2) Open lid of laptop
- 3) Press Power Button



- 4) Wait for computer to power on
- 5) If prompted press Ctrl+Alt+Delete



- 6) Click on Other user button if present
- 7) Enter student ID in user name box
- 8) Enter your password in password box



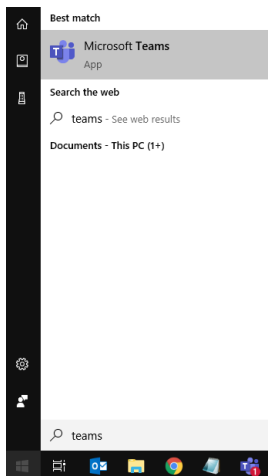
- 9) Press Enter
- 10) If user name and password are incorrect, you will be prompted to reenter them
- 11) Technology help desk can help you reset a password at [[316-973-4357]]
- 12) Click Cancel, X, or okay to any windows that appear
- 13) Wait for computer to settle
- 14) At bottom of screen, click teams button if present
 - a. If present skip to step 29



- 15) If not, click windows button and type "Teams"



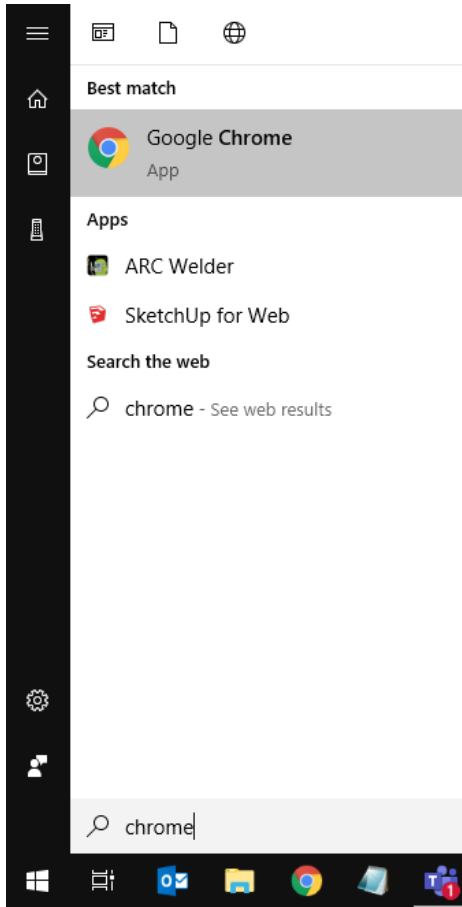
- 16) If teams is present, click it from the pop up menu
 - a. If present skip to step 29



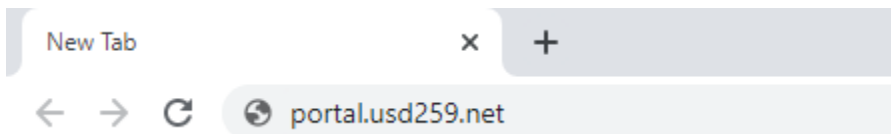
17) If not, click google chrome button if present



18) If google chrome button is not present, click windows button and type “Chrome” and press enter.



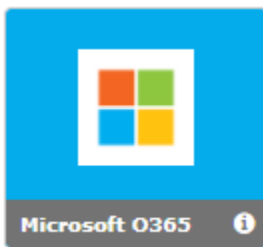
19) With Chrome open type “portal.usd259.net” in top bar and press enter



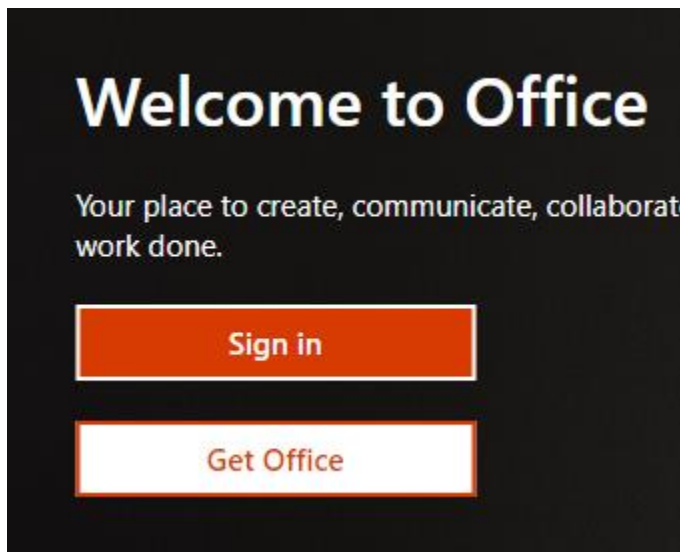
20) Enter Username from step 7 and press enter



- 21) Enter Password from step 8 and press enter
- 22) Find Microsoft O365 button and click

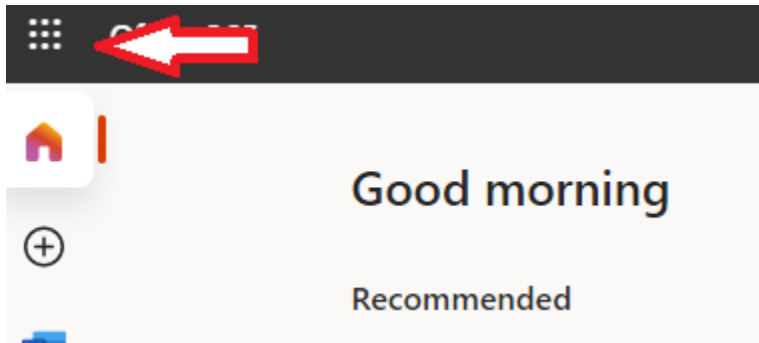


- 23) If prompted click Sign in

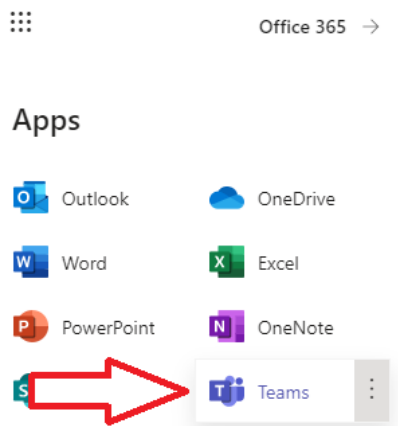


- 24) Enter Student email FirstName.LastName@usd259.net and press enter
- 25) Enter password from step 8
- 26) Choose to save or not save password if prompted

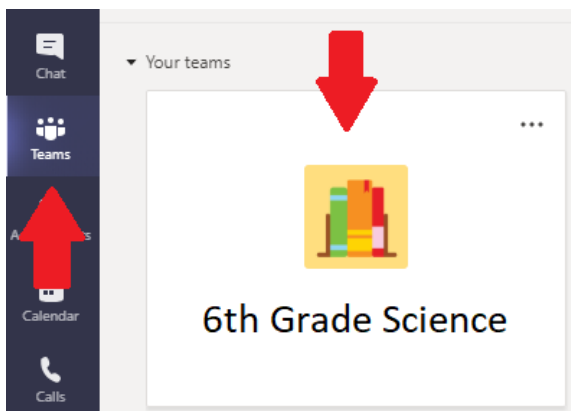
27) Click the waffle in top left corner



28) Click teams option



29) Click Teams on left and then select a class from the right



30) Use chat box to communicate with teacher and class

