School Laptop Login Directions

1. Power on the computer and connect to your WiFi. A box should just pop-up or click on the WiFi symbol 🛜 in the lower righthand corner next to the battery icon.
2. Once you've connected to your WiFi, log into the laptop using the general login and password located on the **white sticker on the back of the laptop.** _Students must use this password for the laptop to work correctly._
   a. Login: Student20@students.abs.misd.net
   b. Pass: Student20
3. You will now be logged into the laptop, not Schoology. **You will now have to log into "Office365" first.**

   a. Open up the Chrome Internet Browser.

      i. Go to the Anchor Bay home webpage: **anchorbay.misd.net**

         1. In the **black bar** across the top, click on the "**STAFF**" tab.

            a. Once this opens, on the left side, click on the "**Office365**" link

               i. Students will now need to log into their school Microsoft 365 account.
               ii. If they do not know their email or password, please email Mr. Latona: platona@abs.misd.net
               iii. Remember, student emails are the first 6 letters of their last name, first initial, and the last 4 numbers of the student ID **@absstudents.abs.misd.net**.
               iv. Ex. Phil Latona ID. 00000001234
               v. latonap1234@absstudents.abs.misd.net

            b. Once the student is logged in, open up another tab on Chrome, go back to the Anchor Bay home webpage: **anchorbay.misd.net**

               i. Once on the page, click on "**STAFF**" again.
               ii. On the side of this page, click on "**SCHOOLOGY**". You will not have to log into Schoology. Once in Office365, no other log in is needed.

                  1. Once you click on Schoology, this should take the student right into their Schoology account and to the "Course Dashboard".
                  2. The dashboard should display all the classes and the student should be ready!

**Note: If you try to skip steps and log directly into Schoology, it will not work.**