

TO: Principals
FROM: Monika Davis, Manager of Instructional Technology
THROUGH: Gary Brantley, Chief Information Officer
DATE: March 26, 2014
RE: Microsoft Student Advantage

The DeKalb County School District has partnered with Microsoft to provide an opportunity for all students who are currently enrolled in DCSD to download and use Microsoft Office 365 Pro Plus on up to five devices for free. Applications include Microsoft Word, PowerPoint, Excel, and Outlook.

Assistance Needed from Schools

In order to effectively communicate this wonderful opportunity, we are asking all schools to forward this information to their students and parents. We have included a flyer that can be sent to home parents or posted on the school's website. Upon request, the school may also need to provide the students with the following information:

- DCSD Student Advantage Website: <http://www.dekalb.k12.ga.us/office-365>
- Student's Username
- Student's Password

Student Username and Passwords

- The student's username is as follows:

"S" + Student Number @ dekalbschoolsga.org

An example: s1234567@dekalbschoolsga.org

Please note that the student number is the same listed in the eSIS TA gradebook and on the student's progress report.

- The student's password is as follows:

Grades kindergarten thru 4th Grade have set passwords.

- Kindergarten: dekalbkk

Office 365

STUDENT ADVANTAGE

- 1st Grade: dekalb01
- 2nd Grade: dekalb02
- 3rd Grade: dekalb03
- 4th Grade: dekalb04

Grades 5 through 12, students use the same password that created to log onto a DCSD workstation. If a student has never logged in, try the default password of **dekalb00**. *If neither of these passwords work, the teacher or designated staff will have to reset the student's password using the Password Control icon on their DCSD workstation. Please contact the HelpDesk at 678-676-1188 or submit a Support Ticket for assistance with resetting student passwords using the Password Control tool, if needed.*



Downloading the Software

In order to download this software, each student must log into Microsoft's interface with a designated username and password distributed by the school district. Once logged in, the student will be able to complete the download and installation process. The student will be able to keep these licenses as long as they are students enrolled in the DeKalb County School District.

For further details, please visit the DCSD Student Advantage Website:

<http://www.dekalb.k12.ga.us/office-365>

Thank you for your support!