

Office 365 Parental Opt-In

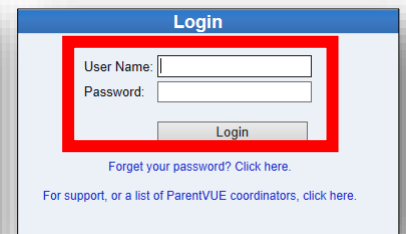
These directions explain how a parent who had previously selected Opt-Out can select the Office 365 Opt-In for his or her child.

1. Access the ParentVUE Login Page.
 - a. Go to www.cobbk12.org.
 - b. **Click** on the Parents tab.
 - c. **Click** ParentVUE Login Page.

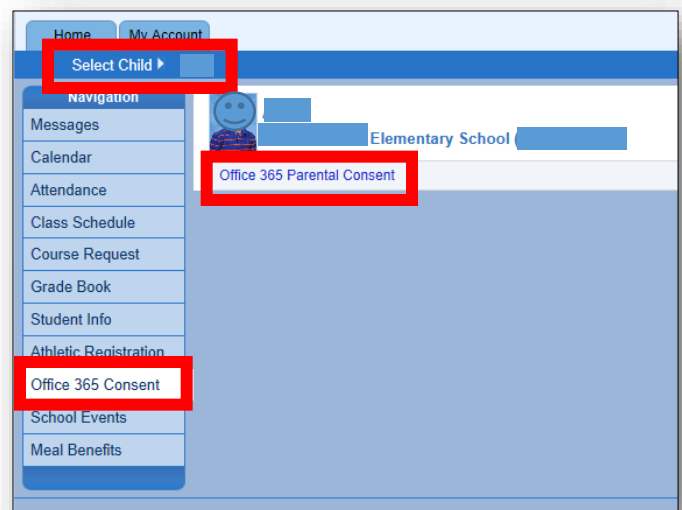


2. **Click** I am a parent on the ParentVUE page.
3. Log in to ParentVUE with your User Name and Password.

Note: Use the links on the login window to reset your password or to get a list of ParentVUE Coordinators.



4. **Click** Select Child, and choose your Child's Name at the top left corner of the screen.
5. **Click** on **Office 365 Consent** in the left sidebar.
6. **Click** on **Office 365 Parental Consent** under your child's picture.



- In the table that indicates the current status, **click** on the words **Opt-In**. A green check will appear by the words Opt-In. A new page will pop up with your child's login information.
- Repeat** steps 4-7 for each child you wish to Opt-In.

ONE TEAM ONE GOAL OFFICE 365 FOR CCSD STUDENTS

Dear CCSD Parent,

Cobb County School District is pleased to offer Microsoft Office 365 to all students, FREE of charge.

During the 2016-17 school year, you made the decision for [redacted] to 'opt-out' of receiving this FREE resource.

Please note that a student who has the "opt-out" selection will not be able to access the free online storage system, OneDrive, and will not be able to use the collaborative tools such as OneNote, Forms, and the online versions of Word, PowerPoint, and Excel.

If at any time you would like to change to Opt in, please see the information below to update your selection.

Current Selection is: Opt-Out Select an option for student name: [redacted]	
<p>Opt-In</p> <p>Accept Terms & Conditions (WILL receive OneDrive and Office 365 Collaboration tools)</p> <p>Click here to Activate</p>	<p>Opt-Out ✓</p> <p>Decline Terms and Conditions (Your child will not receive Office 365 Collaboration Tools, OneDrive or the Office 365 ProPlus software)</p>

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ONE TEAM ONE GOAL OFFICE 365 FOR CCSD STUDENTS

Cobb County School District is excited to provide every student in the district with **Microsoft Office 365 FREE of charge**. Office 365 is a collection of services that allows students to collaborate, edit, share, and store their schoolwork.

Your child will now have access to the latest version of Word for writing, Excel for spreadsheets, PowerPoint for presentations, OneNote for organization and note taking, and much more!

Please read the following Terms and Conditions before you select an option:

- Cobb County School District's Administrative Board Policy IFBG-R & IFBGE
- Parental Consent Addendum
- Microsoft Terms of Use

Please click on the option link below to choose your child's access to Microsoft Office 365.

Current Selection is: Opt-In Select an option for student name: [redacted]	
<p>Opt-In ✓</p> <p>Accept Terms & Conditions (WILL receive OneDrive and Office 365 Collaboration tools)</p>	<p>Opt-Out</p> <p>Decline Terms and Conditions (Your child will not receive Office 365 Collaboration Tools, OneDrive or the Office 365 ProPlus software)</p>

For additional assistance, please watch the short instructional video by clicking [here](#) or access the CCSD Microsoft Office 365 support site [here](#).

ONE TEAM ONE GOAL OFFICE 365 FOR CCSD STUDENTS

Your child's Office 365 account username is:
[redacted]@students.cobbk12.org

Your child's password is **the same password used on a Cobb County School District computer**.

Follow these simple steps to begin using your child's Microsoft Office 365 account:

- Sign in at: <https://login.microsoftonline.com/> with the user information above.
- Once logged into Office 365, students can begin using the online Office 365 tools (OneDrive, Word, PowerPoint, Excel, & OneNote).
- Students also have the option to download the Office suite. Choose the appropriate Office product download link.

Should you decide to change your Office 365 and OneDrive selection, please click on the following link: [Click Here](#)

For additional assistance on installation: <http://aka.ms/office365help>.
Please watch the short instructional video by clicking [here](#).

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