

Distance Learning Sign-In Instructions

All DCS students have a DCS User account. Your DCS User account will sign you in to any school computer, Office 365, Schoology, MyVRSpot, Learn360, on-line textbooks, and more. To access Office 365 log-in go to <http://dcsdms.org> and click on Office 365.

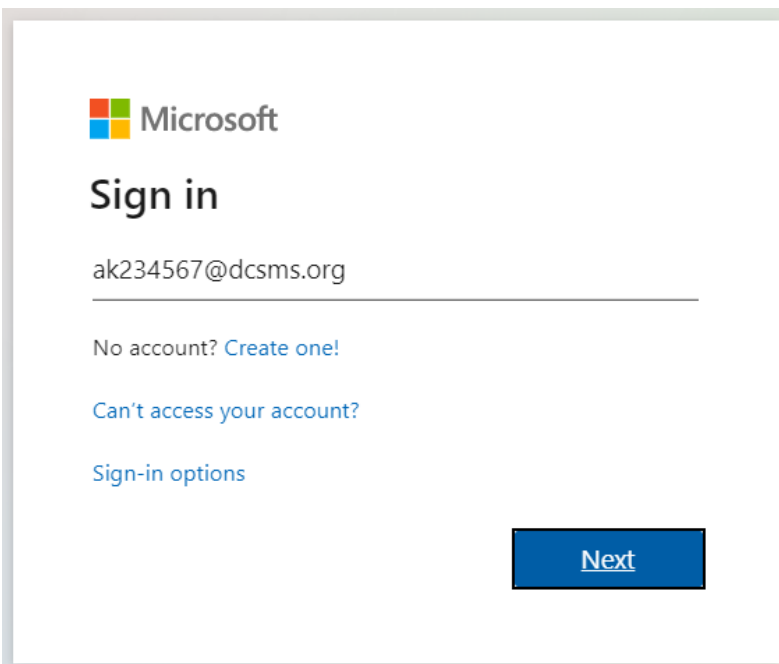


The screenshot shows the DeSoto County Schools website. On the left is a blue sidebar with a search bar and a "Quick Links" menu. The "Office 365" link in the menu is circled in yellow. The main content area features the DeSoto County Schools logo and a "Technology News and Focus" section. A dark blue banner reads "Schoology is Coming!". Below the banner, text states: "Teachers and Staff: We are excited to be using Schoology as our Learning Management System this school year for Kindergarten through 12th grade! It will help our teachers and students connect as we facilitate distance learning with their technology. It will also be a valuable new resource for classroom instruction. Click below to see a preview!" A "Schoology" logo button is displayed below the text.

Students' usernames are constructed using the following formula:

First name, first initial + Last name, first initial + last 6 digits of their lunch number.

Example: If Amy King's lunch number is 1234567, her DCS User account / email address is ak234567@dcsms.org



The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". The email address "ak234567@dcsms.org" is entered in the text field. Below the field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom center is a blue "Next" button.

Click **Next**.

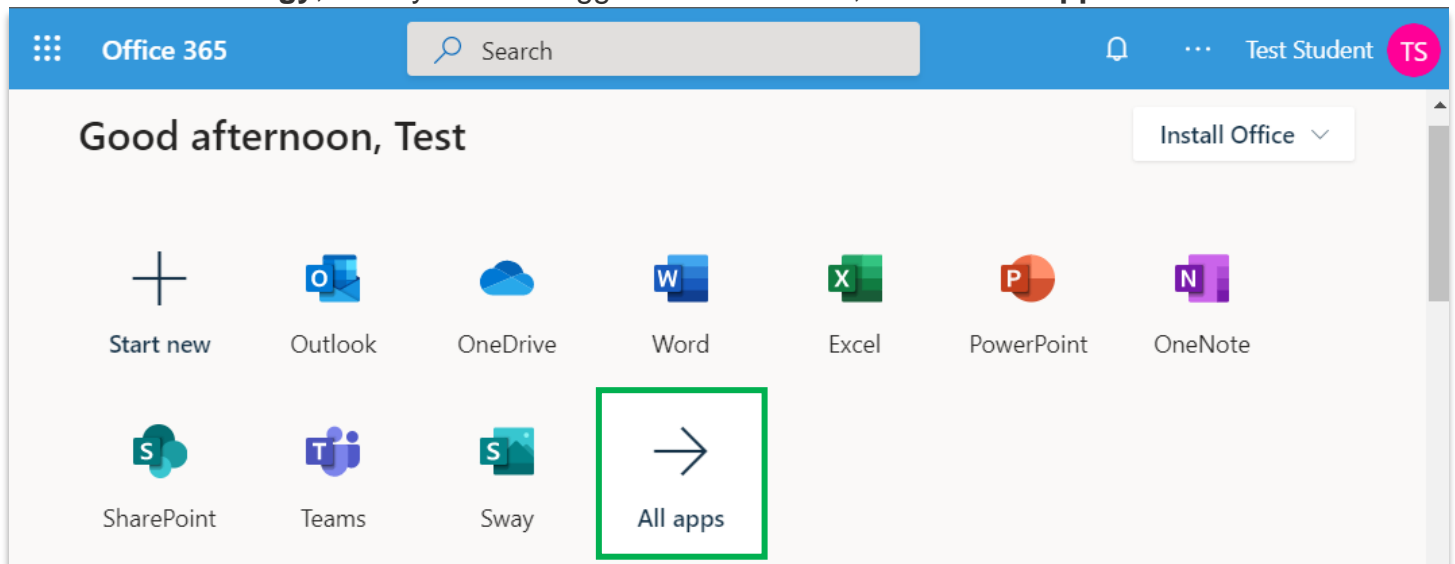
K-12 Students: The password is your school mascot + your date of birth (mmddyy).

School Mascots	
Center Hill Mustangs	Lake Cormorant Gators
DeSoto Central Jaguars	Lewisburg Patriots
Hernando Tigers	Olive Branch Quistors
Horn Lake Eagles	Southaven Chargers

Example: Your school is Hernando Elementary, and your birthdate is July 8, 2014, your password is Tigers070814

You must use your full email address (including the @dcsms.org) to single sign on to applications including Office 365 & Schoology.

To access **Schoology**, once you have logged into Office365, click on **All Apps**.



Click on the **Schoology** icon in the Portal or in the All Apps list to access your classes.

