



Robertson County Schools *Login Information*

We are excited to announce that Robertson County Schools is providing Office 365 accounts to all staff and students in grades 6 -12. Office 365 gives users access to email, OneDrive, Office Suite (Word, Excel, PowerPoint, etc.) and other productivity and collaboration tools.

To access your account, go to <https://portal.office.com>



Enter your username and password. Your username is your email address, and your password is the same password you use when logging on to a district PC (computer).

Staff Username: firstname.lastname@rcstn.net

Staff Password: same as PC login password

Student Username: firstname.middleinitial.lastname@scholar.rcstn.net

Student Password: same as PC login password

Your Office 365 account is linked to the district's "Active Directory". If you need to change your password, you can change it after logging on to your computer. You can do this by pressing Ctrl-Alt-Delete while on a district PC, then choosing "Change a Password". Since the accounts are linked, this will change your password for logging in to the computer, logging in to Office 365, and logging in to your webpage.

Resources for Office 365

District resources for Office 365 can be found on the Technology Department's website at http://rcstn.net/departments/technology/office_365/

Checkout our website throughout the year for new training handouts and videos for using Office 365 to support your instruction, communication and collaboration. Enjoy!