



We're giving our students a complete version of the latest Microsoft Office.
For Free.

As a part of Worcester County Public Schools Microsoft agreement, Microsoft Office is available to all WCPS Students free of charge. Office 365 includes the latest version of Office for Windows and Macs. As long as you are a student enrolled in WCPS, you'll be able to use this software for free.

Office 365 empowers students with a productivity suite and communications infrastructure that can be used in and out of the classroom. We feel very strongly about the importance of learning Microsoft applications, as this knowledge is essential for college and career readiness. Office products are used by over 1.2 billion people and knowledge of these applications are a skill mentioned in almost 40% of all job postings.

The full Office Suite of applications can be downloaded for use on up to 5 personally owned computers, per student, for free. This allows all of our BES family's access to Office products at home including Word, Excel, PowerPoint, OneNote and more. Office Apps are also available for the iPad and Tablets. Each student account also includes 1 Terabyte of OneDrive cloud storage.

To begin using the service go to: <https://portal.office.com>.

1. Sign in using your Schoology/Office365 username followed by @worcesterk12.org* (example: jdoe123@worcesterk12.org) *Please note that this is not an email address, although the extension looks the same as our staff email, students do not have active email capabilities.
2. After entering your username you will be redirected to our WCPS page to enter a password. Enter your Schoology/Office365 password. You are now ready to use Office 365 online.
3. To download the full office suite after you have logged in to Office 365, click the button in the upper right corner that says "Install Office apps" to begin the Full Office Suite install on your PC or Mac.



-You may contact your school's technology coach if you need help with login information.