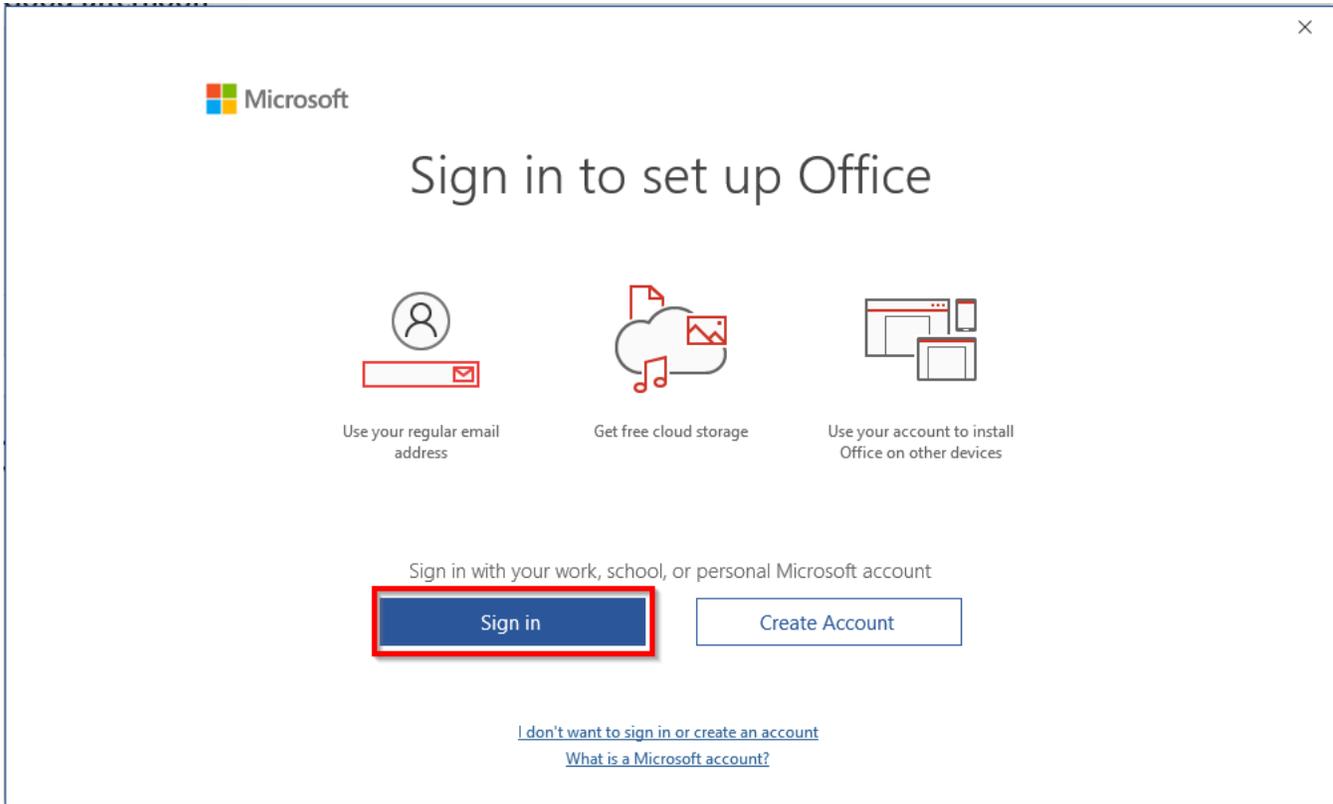


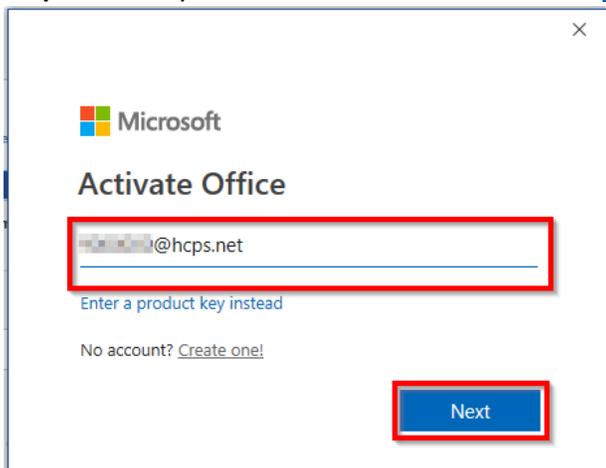
Office 365 Activation Issue

If Office asks you to Sign in or Activate, please follow the steps below:

Step 1 – Click the Sign in button



Step 2 – Enter your email address in the format of StudentNumber@hcps.net and then click on the Next button.



Step 3 – Enter your HCPS District password and then click on the Sign in button.

Hillsborough County
PUBLIC SCHOOLS
Preparing Students for Life

Sign in with your district account

.....@hcps.net

Password

Sign in

Employees
Use your district employee number and district password.
[Forgot/Reset Employee Password](#)

Students
Use your district student ID (lunch number) and district

Step 4 – Leave the Checkbox checked and click on the OK button.

Stay signed in to all your apps

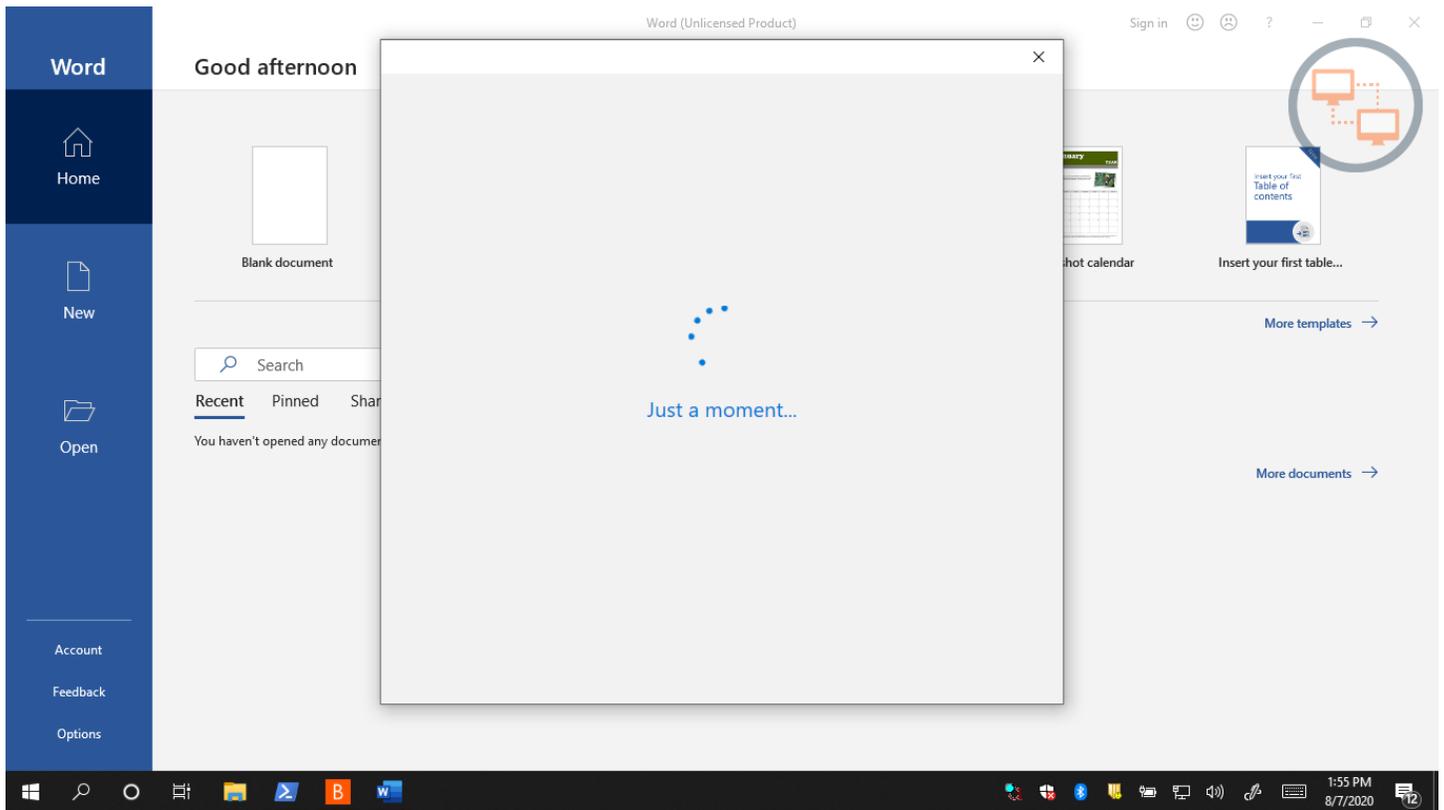
Windows will remember your account and automatically sign you in to your apps and websites on this device. You may need to let your organization manage some settings on your device.

Allow my organization to manage my device

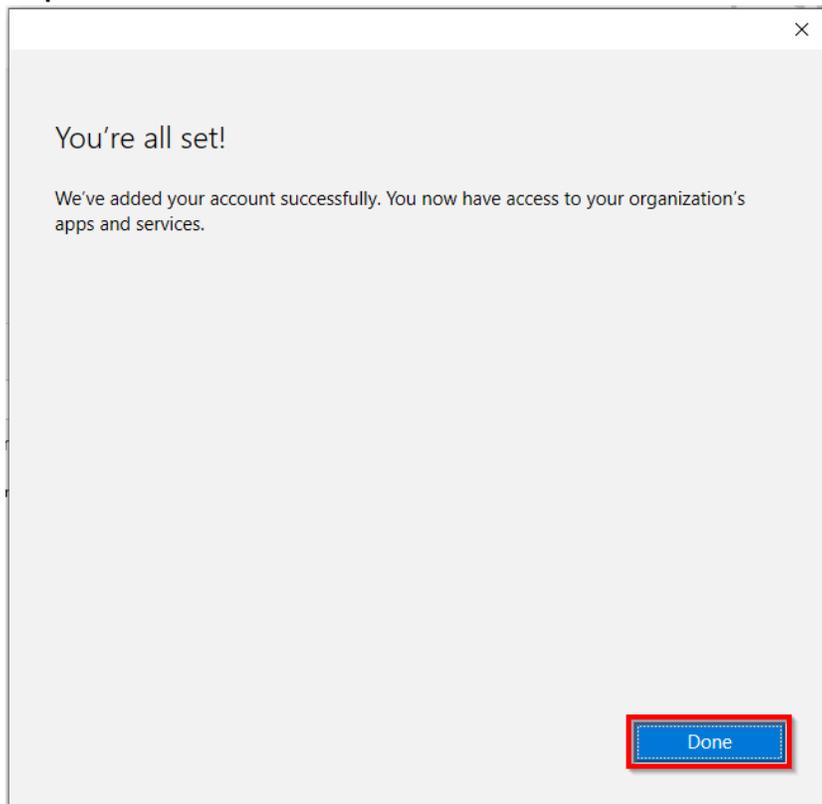
[No, sign in to this app only](#)

OK

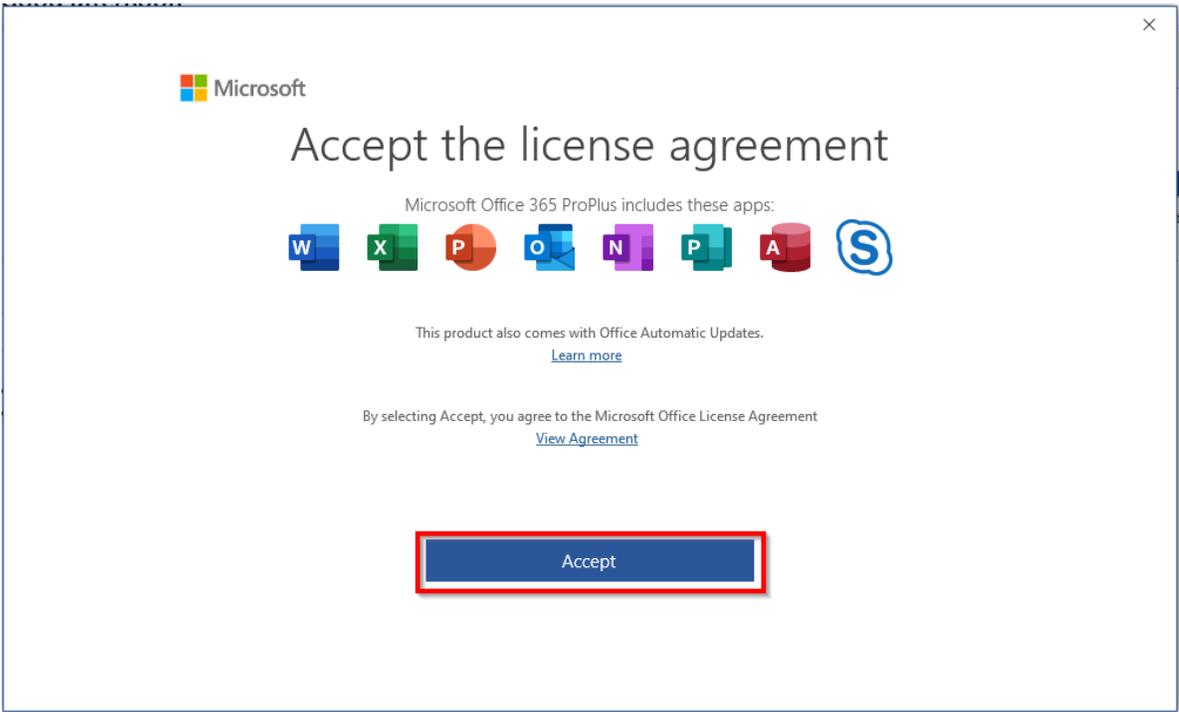
Step 5 - You may see a screen asking you to wait. Please wait.



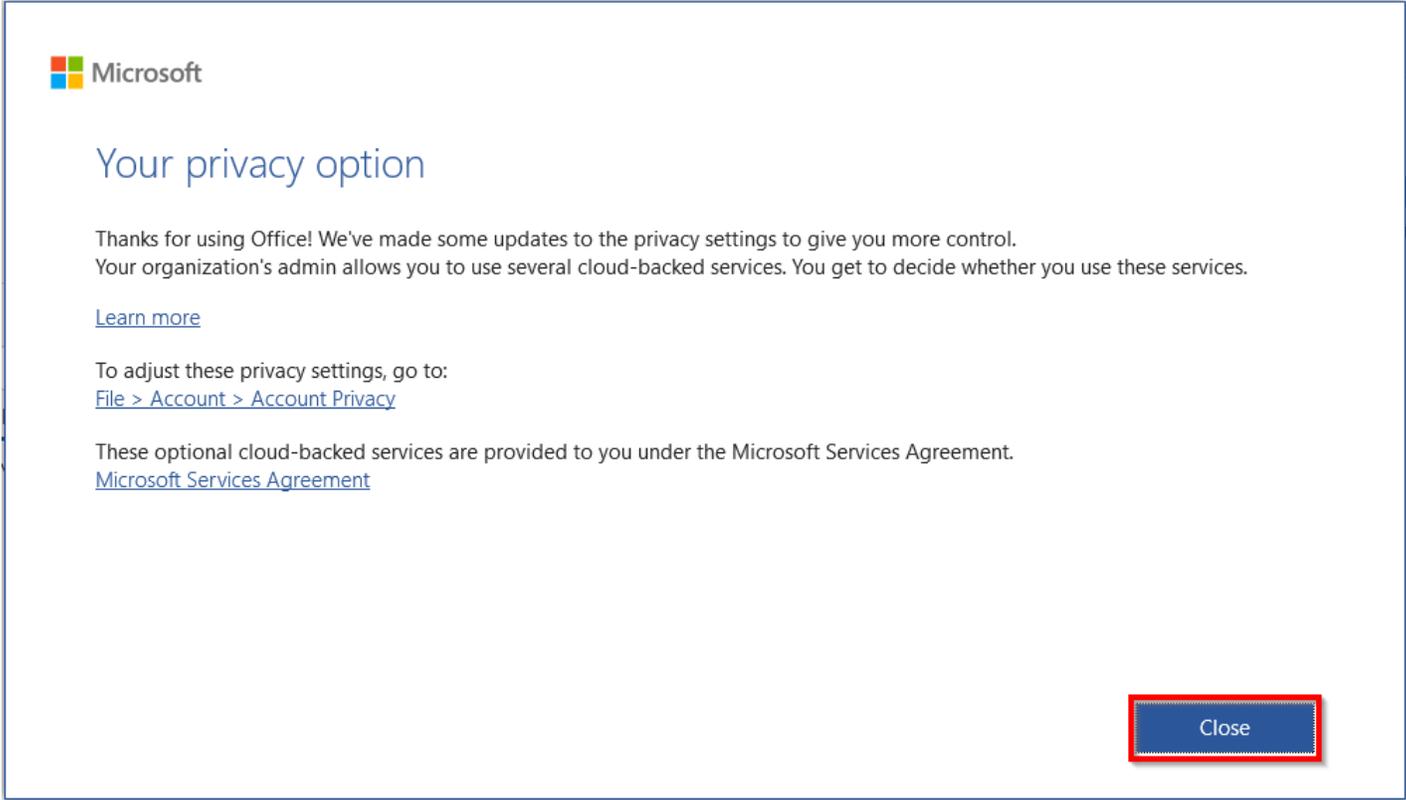
Step 6 – Click on the Done button.



Step 7 – Click on the Accept button.



Step 8 – Click on the Close button.



Step 9 – You should now be on the default screen.

