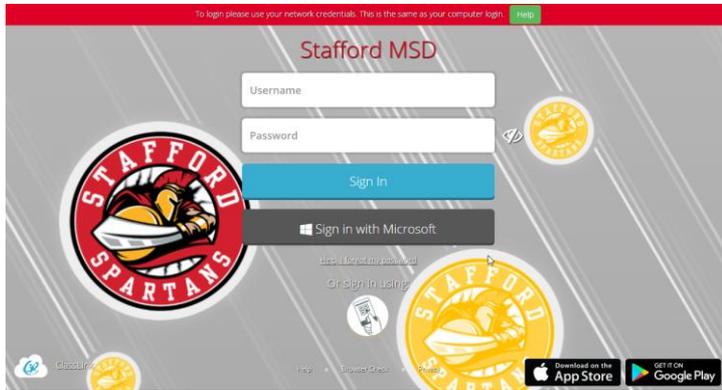


## 1. Sign In

Sign in using your school login. Once you log in, connect your Microsoft account in your profile settings. Now you can log in using the 'Sign in with Microsoft' button. If you forget your password you can click on 'Help, I forgot my password' after you set it up in your profile settings.



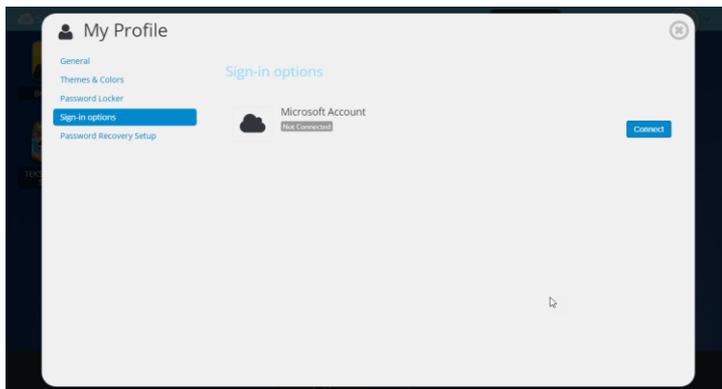
## 2. Profile Settings

Here is where you change your profile picture, themes & colors, access your password locker, sign in options and password recovery options.



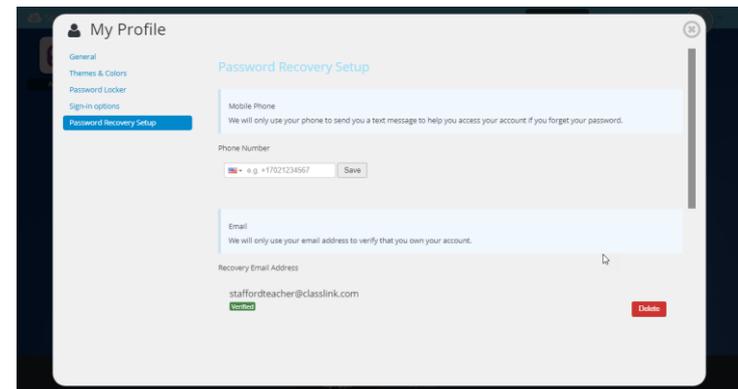
## 3. Sign in Options

**Profile Settings > Sign-in options** allows you to connect your Microsoft account with ClassLink in order to use 'Sign in with Microsoft' button on your login page.



## 4. Password Recovery

**Profile Settings > Password Recovery** is where you setup your options to reset your AD password. You would then click 'Help I forgot my password' on your login in page if you forget your ClassLink password.



## 5. My Apps

The My Apps screen is where all of your online resources will be located. Enter your username and password once (if prompted) and ClassLink will remember it for you!



## 6. App Library

The library contains many educational resources to choose from. Click the Plus (+) on the top left of the My Apps screen. Click Add on any app to place it on your My Apps screen.



## 7. Update Password

Right click an app and choose 'Update Password' to update or change your stored username and passwords for your applications. This is if you have entered your username or password incorrectly or if something has changed/updated.



## 8. My Files

**My Files > School Network** allows you to access your school network drives from any device, any where, any time. **My Files > Manage Services > Connect** allows you to connect your Cloud services in ClassLink to access all of your files in one location!

