



West Fargo Public Schools

Educating today's learners for tomorrow's world.

How to Log in to OneDrive

Office365 is WFPS's productivity suite--OneDrive, Outlook, Word, PPT, and Excel.

First thing first, we need to sign into OneDrive. Students are encouraged to save their files to the OneDrive location, just as they did on their HP devices. OneDrive saving ensures that we can access the file from any device in the world that connects to the internet. We will continue to advocate that students develop a file management system that works for them (i.e. creating a folder structure and a naming scheme that helps them identify where their documents are store: Folder-->Math 8, Document--> Math Reflection Q1). . You will remain logged into your OneDrive automatically on your iPadOS.



1. Open **OneDrive**
2. Enter your district email (student id #@west-fargo.k12.nd.us)
example: 123456@west-fargo.k12.nd.us
3. Click **Next**



Sign in

Email, phone, or Skype

No account? [Create one!](#)

Can't access your account?

[Sign-in options](#)

Choose an account

The email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?

[Sign in to OneDrive](#)

[Sign in to OneDrive for Business](#)

You can add the other account later.

4. Select **Sign in to OneDrive for Business**

5. It will take you to our organization's login page. Here enter your temporary password: **Wf** and then your **student id number** (i.e. Wf123456). Type that password in and then it will prompt you to change it to a permanent password. Remember using numbers, symbols, UPPERCASE, and lowercase letters is best practice. Don't make it something that is easily guessed!



WFPS OFFICE 365

Sign in with your organizational account

[Sign in](#)

6. Once logged into your OneDrive, you can create files to organize your documents, presentations, sheets, photos, videos, and links. Your teachers can support the organizing process with further details.