**LOGIN INFO for School computer/Email/Schoology**

If you have any questions, please visit http://www.dcsdms.org/tickets/ to submit a help ticket.

**LOGINS and PASSWORDS for school computer**

* EXAMPLE--Name is John Smith--First initial last initial last 6 digits of msis—(no spaces) - login  ex: js156978
* The password is your school mascot + your date of birth (mmddyy)
* Example: Your school is Center Hill High School, and your birthdate is July 8, 2014, your password is Mustangs070814

**Set up Office 365 EMAIL**

* Go to office365 website  [www.office.com](http://www.office.com) (at school there is an office365 icon on desktop)
* Use your login and password to access your school email—using the example student above, your email address will be js156978@dcsms.org

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**SCHOOLOGY LOG IN ---**

* Go to the desoto county schoology web site <https://desotoms.schoology.com/home>
* Enter your Office 365 email address to log in and use your same password

**Login Instructions for iPad or Android App users--**

**If you are using an iOS or Android device, you may download the Schoology app for use.**

* Search for Schoology in the App Store and install it.
* On the first screen, you will need to tap where it says ’Find Your School’ in the white box.
* When you begin typing the name of your school, you will see it automatically fill in with your choices. In this example, entering Center Hill will bring up each of the Center Hill schools.
* Choose your school.
* This will then bring up the Microsoft Single Sign-On screen-you will use your login and password to access.

**If you have any questions, please visit http://www.dcsdms.org/tickets/ to submit a help ticket.**

**For Student PowerSchool access**

Your student may email their counselor from their school email (Office 365) account if they need their password reset or for assistance if they do not have a PowerSchool log-in.

**For Parent Portal access**

Parent Portal logins and passwords have not changed.

If a parent has forgotten their password, they may email [amanda.osborne@dcsms.org](mailto:amanda.osborne@dcsms.org) from their email in PowerSchool and she will assist them.