Microsoft and Chromebook access

Username format: S010101@stu.fwisd.org
Password format: First two characters of first name, first two characters of last name and the last 4 digits of student id.

Please, read all of the instructions before you proceed. You will have to use a device other than your Chromebook to change your password. After that you will be able to access your Chromebook.

INSTRUCTIONS

OVERVIEW
Follow the steps below to login to Microsoft to reset your Fort Worth ISD password. Once you complete this process you will be able to logon to FWISD computers, access email and other district resources.

To complete this process, you will need the following:

- FWISD username
- Your unique password (instructions above)
- A computer other than the District Chromebook

LOGIN

1. In the URL box type: https://www.office.com

2. At the next screen, select ‘sign in.’

3. At the Sign In screen enter your Fort Worth ISD account and select Next. Make sure you use “@stu.fwisd.org”. Example: S01010101@stu.fwisd.org

4. At the next screen, select Work or School Account.

5. Enter the password based on directions above and select Sign in. When prompted with “Stay signed in?”, select “No”.

PASSWORD RESET
The first time you log on you will be prompted to change your password. For Current Password use the unique password following directions on this document. Then, create a new password for the New Password and Confirm Password boxes. Your newly-created password: Cannot contain User ID and must be to be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers and symbols.

Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password
New password
Confirm password

Select Finish and you will see the Office 365 landing page. Select Outlook to access your email.