

# VERY IMPORTANT INFORMATION

Parents,

This letter contains important information on how to access student online learning. The Hazleton Area School District will be using Microsoft Teams to deliver online instruction to students. To access the online instruction, each student will need to know his or her username and password to access Teams. You can access Teams on any device. Detailed video instructions on how to access Teams can be found at [www.hasdk12.org/teams](http://www.hasdk12.org/teams) . This webpage contains bilingual instructions on how to access Teams using any device.

Your Child's Name	
Your Child's Username	@hasdk12.org
Your Child's Password	



Simple Text Instructions on How to Access Microsoft Teams  
Find detailed video instructions at [www.hasdk12.org/teams](http://www.hasdk12.org/teams)

HOW TO ACCESS TEAMS		
Using Phone or Tablet	Using your personal Computer	Using a District Computer
<ul style="list-style-type: none"> <li>- Go to the Google Play Store or to the Apple App Store.</li> <li>- Download and install the Microsoft Teams App.</li> <li>- Open the App and enter your child's full username and password. Once inside, you will see all of your child's teachers and their teams.</li> </ul> <p>Go to <a href="http://www.hasdk12.org/teams">www.hasdk12.org/teams</a> for detailed video instructions</p>	<ul style="list-style-type: none"> <li>- Go to <a href="http://www.hasdk12.org">www.hasdk12.org</a></li> <li>- On the left hand side of the page click the words "Office 365"</li> <li>- Enter your child's full username and password.</li> <li>- Click on the Teams Icon.  Once inside, you will see all of your child's teachers and their teams</li> </ul> <p>Go to <a href="http://www.hasdk12.org/teams">www.hasdk12.org/teams</a> for detailed video instructions</p>	<p><b>3 Step Process to Log In</b></p> <ul style="list-style-type: none"> <li>- Turn on the computer and enter child's username and password * you only need to enter the username NOT the @hasdk12.org*</li> <li>- Once you are logged in, you will need to enter your child's username and password again for content keeper * not @hasdk12.org</li> <li>- Finally enter your child's full username, with the @hasdk12.org and password</li> <li>- Click on the Teams Icon.  Once inside, you will see all of your child's teachers and their teams</li> </ul> <p>Go to <a href="http://www.hasdk12.org/teams">www.hasdk12.org/teams</a> for detailed video instructions</p>