

## ! ONLINE LEARNING DIRECTIONS

✓ Online learning for all students begins September 8.

✓ Students need to log on to each course at the times indicated on their schedule.

✓ HASD 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.

✓ Students 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).

✓ See attached photo for login info!

# Petrone Rocco

[PETROROC000@hasdk12.org](mailto:PETROROC000@hasdk12.org) (username)

Lunch # (password)

## Instructions on How to Access Microsoft Teams:


### HOW TO ACCESS TEAMS

#### Using Phone or Tablet

- Go to the Google Play Store or to the Apple App Store.
- Download and install the Microsoft Teams App.
- 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.

Go to [www.hasdk12.org/teams](http://www.hasdk12.org/teams) for detailed video instructions


#### Using your Personal Computer

- Go to [www.hasdk12.org](http://www.hasdk12.org)
- On the left hand side of the page click the words "Office 365"
- Enter your child's full username and password.
- Click on the Teams Icon.  Once inside, you will see all of your child's teachers and their teams

Go to [www.hasdk12.org/teams](http://www.hasdk12.org/teams) for detailed video instructions

#### Using a District Computer

##### 3 Step Process to Log In

- Turn on the computer and enter child's username and password  
**\* you only need to enter the username NOT the @hasdk12.org\***
- Once you are logged in, you will need to enter your child's username and password again for content keeper \* **not @hasdk12.org**
- Finally enter your child's full username, with the @hasdk12.org and password
- Click on the Teams Icon.  Once inside, you will see all of your child's teachers and their teams

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