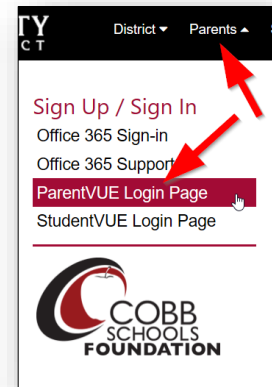


# How Parents Change Student Office 365 Permissions in ParentVUE

These directions outline how parents can change their child's Office 365 permissions using ParentVUE.

**Note:** *In order to access ParentVUE, the enrolling adult must have previously obtained login credentials from the local school. This must be done in person and requires photo ID.*

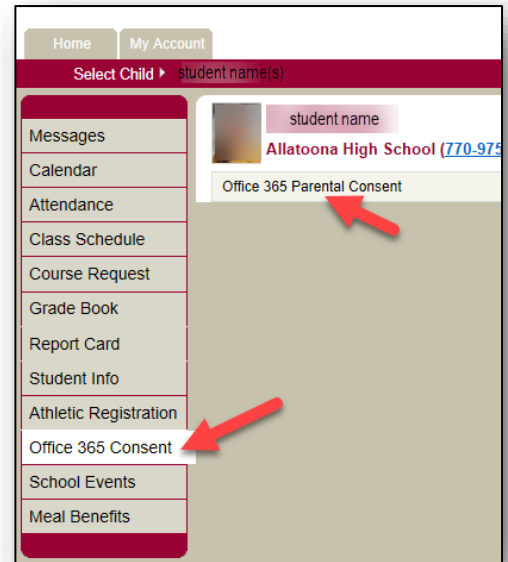
1. Go to [www.cobbk12.org](http://www.cobbk12.org).
2. Click the **Parent** drop-down menu and select **ParentVUE Login Page**.




3. Click **I am a parent** button.
4. Enter your **parent login credentials**.

A login form with a light beige background. It contains two input fields: 'User Name:' and 'Password:'. The password field is filled with black dots. Below the fields is a 'Login' button. At the bottom, there is a link that says 'Forgot your password? Click here.'


- On the menu on the left side of the ParentVUE page, click **Office 365 Consent**.
- A link for Office 365 Parental consent will appear. Click the **link** provided.



- The student's Office 365 username and password information will appear near the top of the web page.
- A link to change Office 365 Permissions will also appear on the same page directly below the Microsoft Office icons.



## OFFICE 365 FOR CCSD STUDENTS







Your child's Office 365 account username is:  
**@students.cobbk12.org**

Your child's password is the **same password** used on a Cobb County School District computer.


Follow these simple steps to begin using your child's Microsoft Office 365 account:

- Sign in at: <https://login.microsoftonline.com/> with the user information above.
- Once logged into Office 365, students can begin using the online Office 365 tools (OneDrive, Word, PowerPoint, Excel, & OneNote).
- Students also have the option to download the Office suite. Choose the appropriate Office product download link.







Should you decide to change your Office 365 and OneDrive selection, please click on the following link: [Click Here](#)


For additional assistance on installation: <http://aka.ms/office365help>.  
Please watch the short instructional video by clicking [here](#).



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