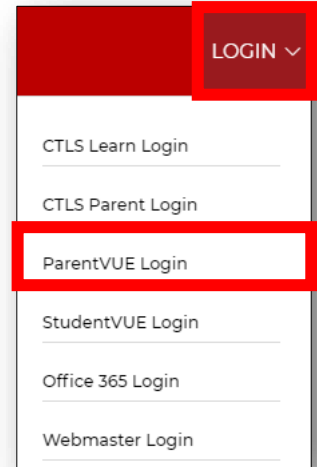


# How Parents Find Student Office 365 Username and Password in ParentVue

These directions outline how parents can obtain their child's Office 365 username 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.*

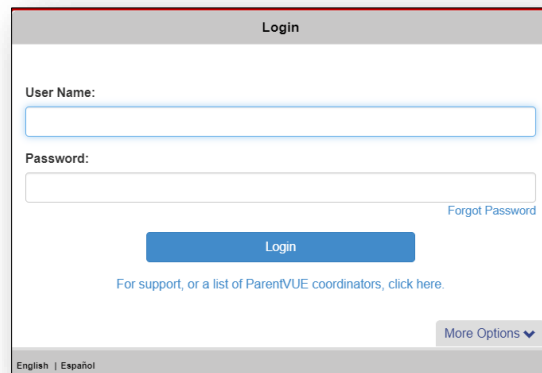
1. Go to [www.cobbk12.org](http://www.cobbk12.org).
2. Click the **Login** menu and select **ParentVUE Login**.



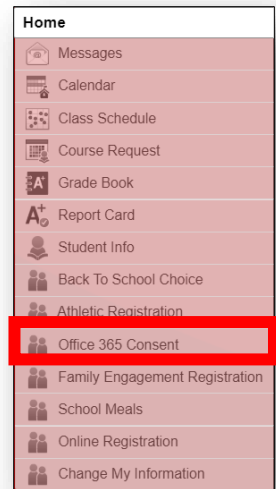
3. Click **I am a parent** button.



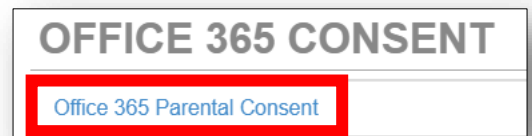
4. Enter your **parent login credentials**.



5. On the menu on the left side of the ParentVUE page, click **Office 365 Consent**.



6. A link for Office 365 Parental consent will appear. Click the **link** provided.



7. The student's Office 365 username and password information will appear near the top of the web page.

**Student Username Format:**

**firstname.lastname@students.cobbk12.org**

The screenshot shows the 'OFFICE 365 FOR CCSD STUDENTS' page. At the top left is the 'ONE TEAM ONE GOAL' logo. The main heading is 'OFFICE 365 FOR CCSD STUDENTS'. Below this, a red box highlights the username format: '@students.cobbk12.org'. A yellow box highlights the password instruction: 'Your child's password is the same password used on a Cobb County School District computer.' Below this are instructions to follow simple steps to begin using Office 365, including a list of steps: 1. Sign in at https://login.microsoftonline.com/, 2. Once logged into Office 365, students can begin using the online Office 365 tools (OneDrive, Word, PowerPoint, Excel, &amp; OneNote), 3. Students also have the option to download the Office suite. There are icons for Word, Excel, PowerPoint, and OneNote. A link 'Click Here' is provided for changing Office 365 and OneDrive selection. At the bottom, there are several promotional tiles: 'Save files to the Cloud! 1 TB of Storage', 'Accessible from ANY Device! with internet access', 'COLLABORATE on school work! with Peers &amp; Teachers', 'FREE for ALL Cobb County Students!', 'Build Skills Excel to our Digital World!', and 'Use COOL NEW Apps! Share OneNote and more...'.