**Adding your Sterling Academy Microsoft Office 365 account**
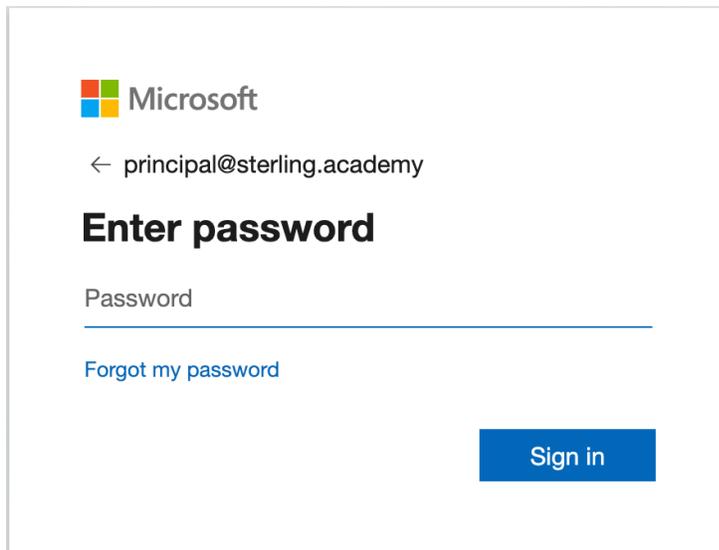
Go to portal.office.com

To sign in, you may need to choose your account. You need to choose the account that has your Sterling Academy address, i.e. FirstName.LastName@Sterling.Academy. If it does not show up, choose Use Another Account. If you choose Use Another Account, it will give you the option to choose "work or school account" – choose that, and then enter your Sterling Academy email address.
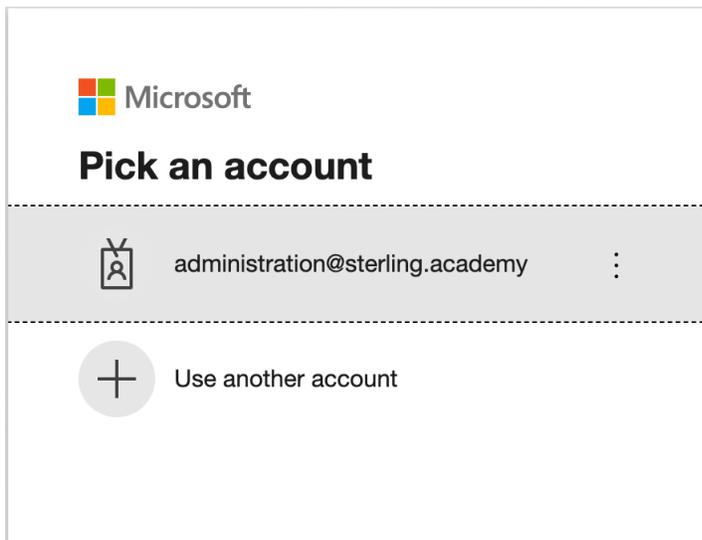
For the sign in screen, if you couldn't pick your account from the previous screen, you will type in your Sterling Academy email address.
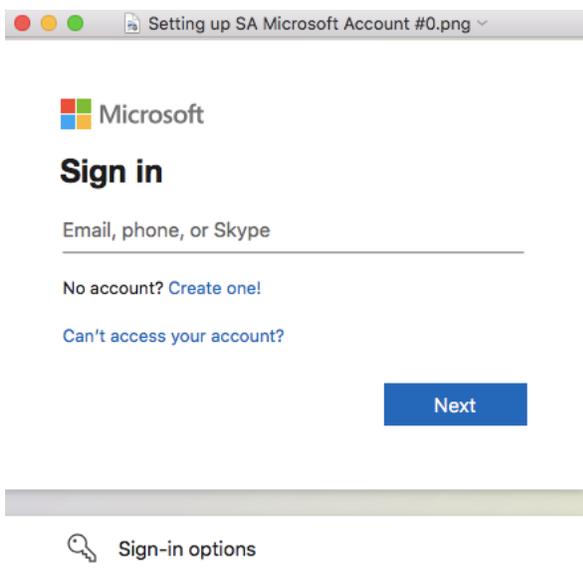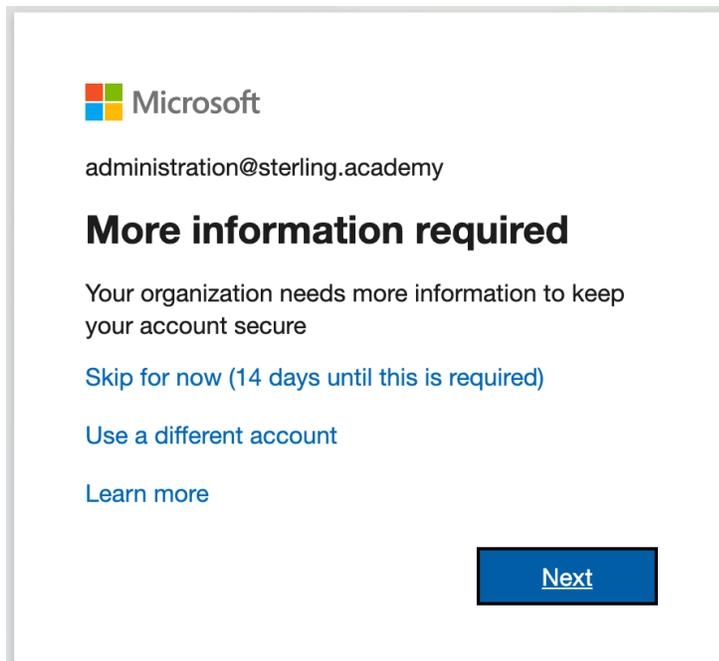
Then you will put in the one-time password given to you by Sterling Academy. After that, you will immediately be forced to create a new password that only you know.

After you put in your password, you may see this message:

Click Next. You will be instructed to download the Microsoft Authenticator app to your phone.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

Once you have downloaded and installed the Microsoft Authenticator app on your phone, click Next.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back | Next

Please note that it says that when your phone asks to allow notifications for this app, click yes. You will need to see the notifications to be able to access your school account on your computer.

Add your new account to your Authenticator app, chose "work or school" account, then name it. For example, you could name it Microsoft for Sterling Academy.

Click Next.

Then, with your phone you will scan the QR code on your screen.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?

Back   Next

After you click Next, then you will practice how this works. In the future, when you log in to a new computer or browser, etc., you will be asked to approve via the login Authenticator app.

After scanning the QR code, your Authenticator app should be asking you to click "Approve" to log in on your computer.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.

Back   Next

Once you have approved it, you should see the following screen:

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

✓ Notification approved

Back   Next

This should complete your set-up for Multi-Factor Authentication (MFA).

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

🔒 Microsoft Authenticator

Done

Any time you want to log in to Sterling Academy's Microsoft, you can go to portal.office.com to see your email or use Teams. You will need to be sure you are logged into the school account and not your family's account, if your family has an Office 365 account.

If your family does not have an Office 365 account and you would like to download desktop versions of Word, PowerPoint, Excel, etc., you can do so with your school license. If you would like to do this, contact the principal. Keep in mind that if you do this, once you are no longer a student at the school, you would not be able to create or modify any documents until you get an Office 365 subscription from somewhere else. You don't have to download desktop versions if you prefer to use the web versions that come in portal.office.com.

Students will use Teams for video meetings with teachers. You can use the online portal of Teams, or you can download a desktop version, which may provide faster response and greater convenience.

For assistance:
Julie Sandler: registrar@sterling.academy or 954-859-2082 (8 AM – 4 PM Eastern time)
Mireya Leon: mireya.leon@sterling.academy or 831-272-9956 (variable hours)