Horseheads Central School District
Login Information for Your Student's Online Classroom
Microsoft Teams

In the shift to online learning, your child will be assigned to an online classroom through Microsoft Teams. The instructions below will guide you through the process of getting logged in and how to navigate this platform.

You may also click here for a video on logging in.

How to log in to your Microsoft Classroom Team:

1. Go to https://office.com [Note: please do not use any other link to get to Microsoft Teams.]
2. Click the "Sign In" Button
3. In the email box, enter full email:
   a. (student's last name)-(student's first name)@gstboces.org
   b. Example: Doe-Jane@gstboces.org
4. Click "Next"
5. For the password, the format is currently "HH(studentID#)First3Letters of the students lastname"
   a. Example: Smith-Joe
   b. Password: HH1234567Smi

Note the first three letters of the student last name is case-sensitive, so a last name such as McKinney the first 3 letters will appear as "McK".

(Note: If you do not know your student's ID number, please check yourParent Portal account, look next to your child's name on their recent report card, call 607-481-2850, or email your school principal.)

This will take you to the secondary login screen below.
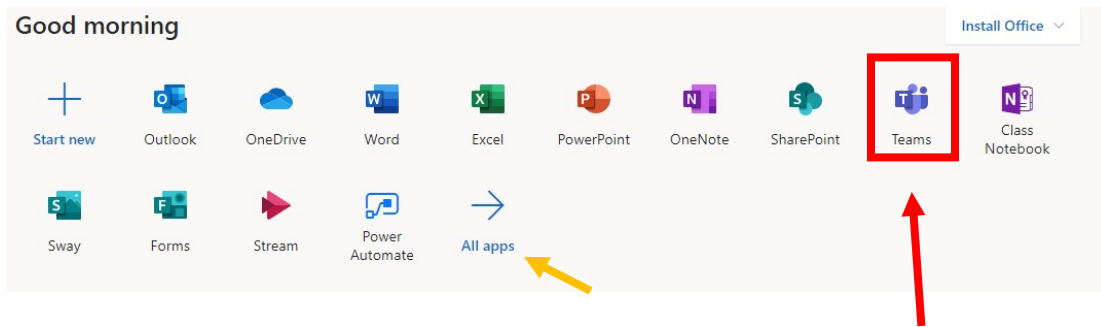
fs.gstboces.org

Type your user name and password.

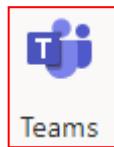| User name:		Example: Domain\username
Password:		

Sign In

In this screen, Enter:

1. Username: <mark>lastname-firstname (only)</mark>
2. Password:_____
3. Click Sign In

This will take you to your Office 365 Homepage.

From here, click on

This icon may not be in the same place on your screen…

If the Teams icon isn't in your list as above, click and find Teams.

Once in Teams, double-click on your child's class.

Click the link below to watch a short video on Microsoft Teams and how it will be used in your child's Online Learning.

https://bit.ly/HHTeamsParents

If you need further assistance, please contact your child's school.