

Office 365 Login Instructions

All students have office 365 login.

Their username is FirstInitial Last Initial and the last 6 digits or their msis number.

Example Student

Student Name: Spence Rodman

Msis#: 1234567

Office 365 username:sr234567@dcsms.org

Default Password (if you have never logged in before) Welcome20

The first time you login you will need to reset your password. Your password will need to contain at least 8 characters. It must have at least 1 capital letter, 1 lowercase letter and 1 numeral.

Students who need their passwords reset or have issues logging in with these accounts should submit a [help ticket](#) just as teachers or staff do. Select "Username / Password Issues" from the Help Topic drop-down list.

For more information go to www.dcsdms.org