**HOW TO ACCESS EARLY START Program**

**If you are having trouble with your internet, your computer may need to be restarted at a SPS school( ANY SCHOOL) so you can connect to the SPS wi-fi. Hold the power down for 10 seconds, wait until computer shuts down. Wait 10 seconds, than push power button again and log in. Your computer should restart & upload**

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| **Log into your computer using your Lunch ID as your log in and then your password will be Sp than your birthday, example Sp010204** |
| **You can use the internet on your computer……type in www.springfieldpublicschools.com** |
| **fd,.kfdklfdklfkk Scroll Down and click Students** |
| **Click this link to student apps** |
| **This is the Application screen, where you can access everything you need.** |
| **By clicking office 365, this is where you can access your EMAIL, TEAMS( where your classes are) Microsoft Word and Excel** |
| **Use the same log in information that you used before, if you need to …. Here is where you will go** |
| **Click outlook to access your email** |
| **Here is how you access your email and you can write your teacher an email to ask questions or send them work. Click NEW MESSAGE** |
| **Type In the teacher you would like to contact in the “TO” section**    **WHEN FINISHED MAKE SURE TO HIT SEND** |
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| **How do I join TEAMS for my classes. Go back into your office 365 and click TEAMS** |
| **Find the icon for your classes below, including Math, English and Bio… HIT THE NOTIFICATION BUTTON TURN ON!!** |
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