

# Staff and Student Account Onboarding

## Staff:

### Computer:

**U:** Firstname.Lastname

**P:** 1500#### where #### is the last four of your social

*These accounts are created manually. You may have Office 365 before a computer account*

### Office 365 (Outlook, Teams, etc.):

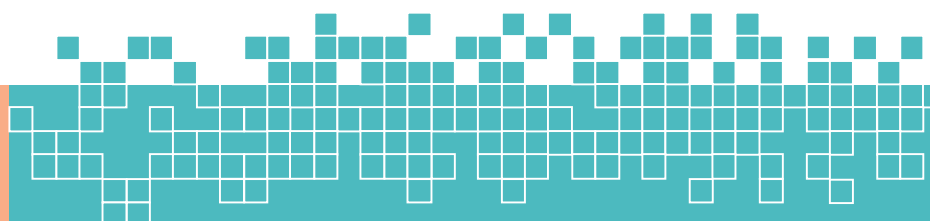
**U:** [Firstname.Lastname@copiah.ms](mailto:Firstname.Lastname@copiah.ms)

**P:** Fl012320 (initial, you will change)

*Capital First initial, Lowercase last initial, MMDDYY Birthday*

### Clever:

Sign in with Office 365 using the above



# Staff and Student Account Onboarding

## Students:

### Computer:

**U:** FLast1234

*First initial, First four of lastname, last four of MSIS ID. If your lastname is Doe, then you will not have four characters.*

**P:** 012320

*MMDDYY Birthday*

### Office 365 (Outlook, Teams, etc.):

**U:** [FLast1234@st.copiah.ms](mailto:FLast1234@st.copiah.ms)

*First initial, First four of lastname, last four of MSIS ID. If your lastname is Doe, then you will not have four characters.*

**P:** Fl012320 (initial, you will change)

*Capital First initial, Lowercase last initial, MMDDYY Birthday*

### Clever:

Using Office 365:

Click Office 365, and once you log in there it will redirect you back to Clever.

Using Clever:

**U:** FLast1234

**P:** Birthday in MMDDYYYY format

