

How to login to you Microsoft Office account:

Step #1: After logging in to your device, open a browser of your choice. (Edge, Google Chrome, or Firefox)

Step #2: Go to the office.com website. See Figure #2.

Step #3: Click on the **big, red Sign in** button.

Step #4: At the Sign in screen, enter your email address.

Your username with @butlertec.org after it.

Example: mozarts22000@butlertec.org or makert23001@butlertec.org

Step #5: Now enter your password.

(If using a BCAVTS device, it will be the password you set when you first logged in)

(If using a device you brought to vo-tech, use the password you were provided.)

Step #6: At the next screen, you can enter a phone number to get a text or a different email address to get an email so you do not lose access to your account or you can click cancel.

Step #7: You should now be at the Office dashboard.

Step #8: Along the left-hand side, you will see the icons for the different programs you have in Office (Word, Excel, Outlook, etc.). When you mouse over the icon, you will see the name of the program. The fourth icon (4) is Outlook. You will use Outlook to check your email.

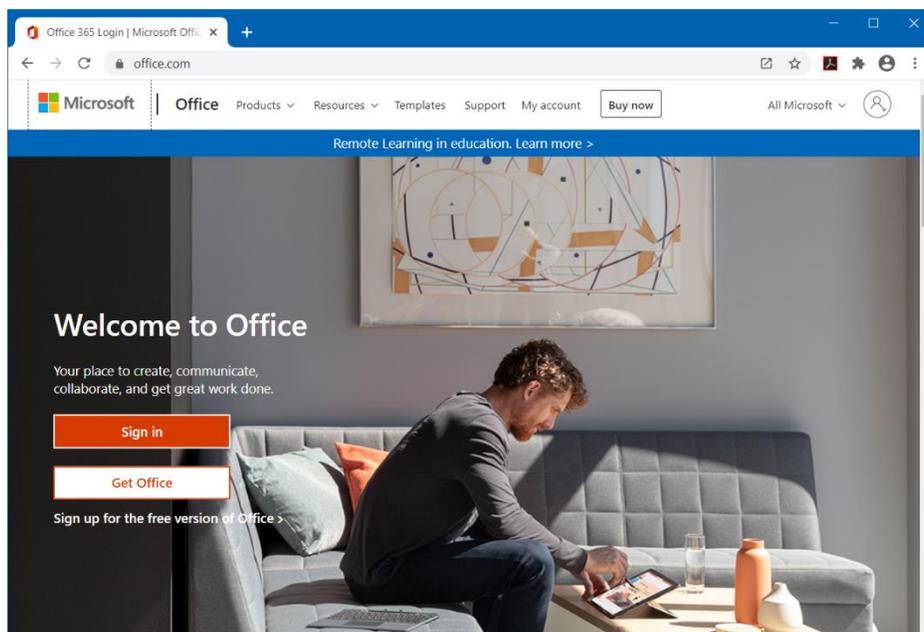


Figure 1 - Microsoft Office Website

How to login to Canvas:

Use these directions if you are a returner and you know your Canvas password:

Step #1: Go to the Canvas website by going to the vo-tech website under the **Family Hub** or entering (<https://bcvt.instructure.com/login/canvas>) in your browser. See Figure 3.

Step #2: Click in the Login ID box and enter your User Name.

(Example: mozarts22000 or makert23001)

Step #3: Click in the password box and enter your password.

Step #4: Click on the Login button.

Use these directions if you are a 1st year student or do not know your password:

Step #1: Go to the Canvas website by going to the vo-tech website under the **Family Hub** or entering (<https://bcvt.instructure.com/login/canvas>) in your browser. See Figure 3.

Step #2: Click on the link **FORGOT PASSWORD?**

Step #3: On this screen, click in the Login ID box and enter your BCAVTS user name.

(Example: mozarts22000 or makert23001)

Step #4: Click on the **REQUEST PASSWORD** box.

Step #5: Go to your BCAVTS email inbox using the Microsoft Office website. You should get an email from Butler County AVTS-Canvas. That email will have a link to reset your password. Once you click the link in the email, you will need to type your new password two (2) times.

Reminder: Passwords must have at least 8 or more characters!

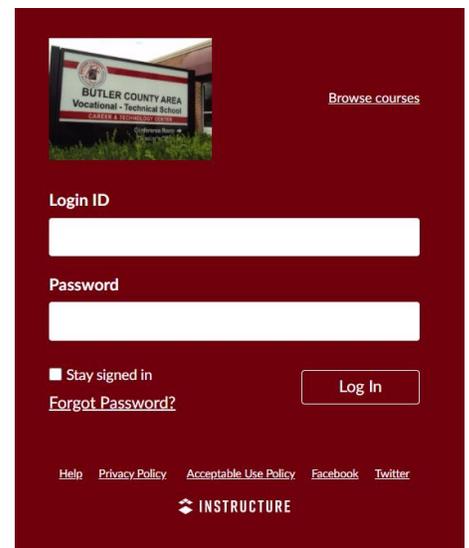


Figure 2 - Canvas Login Screen

Do not forgot to Sign out or Log out of Canvas, Microsoft Office Online, and your BCAVTS device when finished!!