# Fix Login Issues

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## Overview

Getting logged into the many different systems supported by the Sioux City Community School District can be a challenge. By following the process in this document, you can avoid some of those login issues.

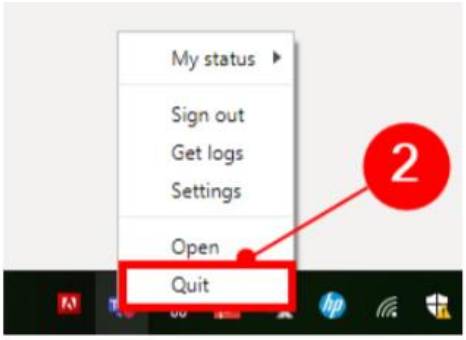
## Prerequisite

Before making this change, you must be logged into your system, Clever and Smoothwall. If you are not sure if this has been accomplished, please refer to the document **START HERE – Using Your Laptop** and the sections Log into Your System, Log into Clever and Log into Smoothwall.

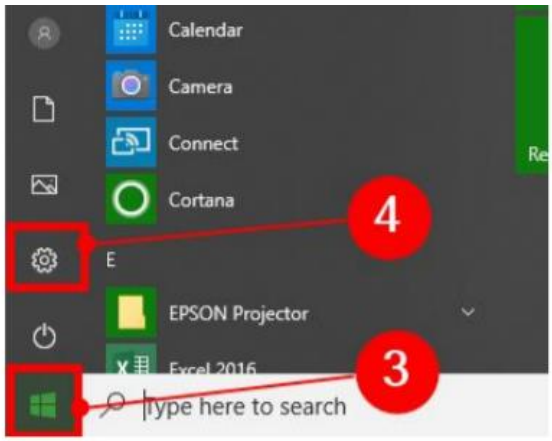
# Create an Office 365 Account

1) Look down at the bottom right of the students screen to see if Teams is running. It should look similar to this

2) If it is running right-click on the icon and click quit

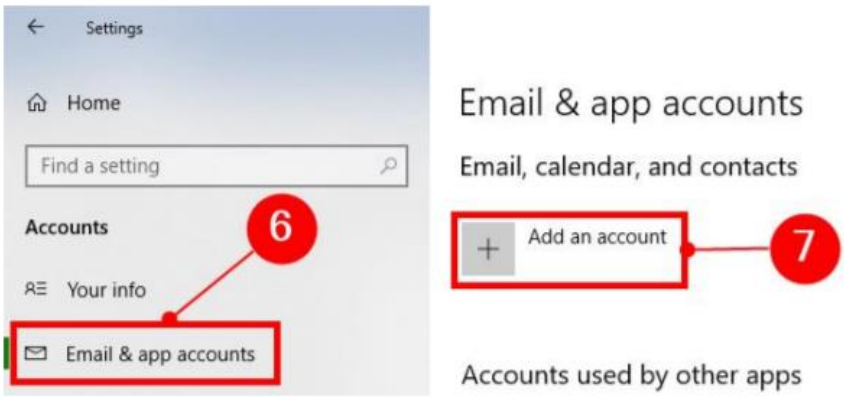



3) Click the start button
4) Click on Settings

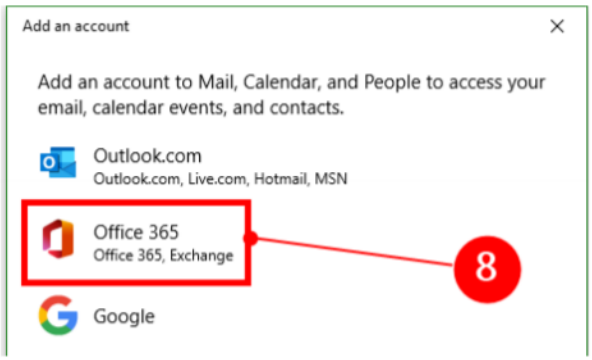


5) Click on Accounts

6) Click on Email & app accounts
7) Click on Add an account

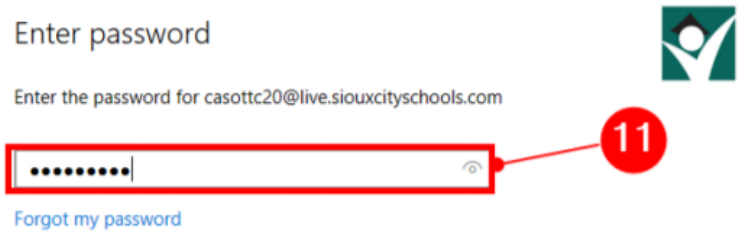



8) Click on Office 365

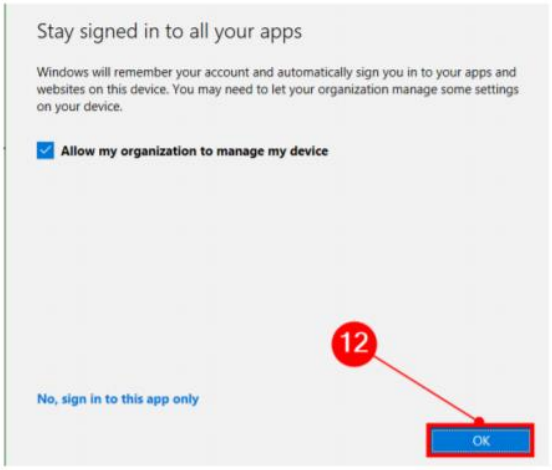


9) Type in the students full email address
10) Click on Next

11) Type in the student's password

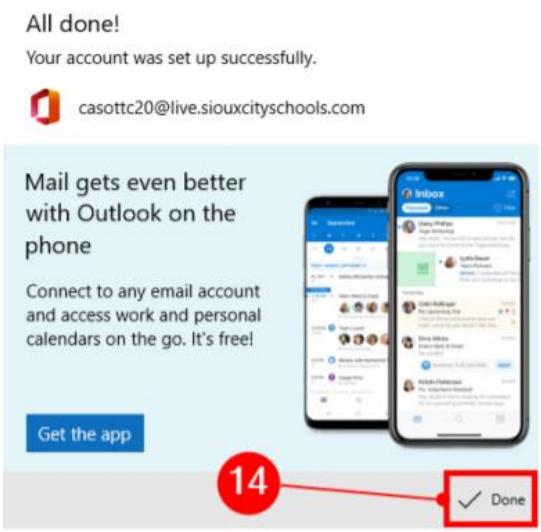


12) Click OK




13) Click Done

14) Click Done




15) Open up Teams and the student will automatically be logged in.