# STUDENT PORTAL INSTRUCTIONS



# HOW TO DOWNLOAD ACTIVATE MICROSOFT OFFICE ON AN INTELLIGENT TRAINING SOLUTIONS LAPTOP / COMPUTER

The following instructions ONLY apply to an Intelligent Training Solutions computer or laptop that has Microsoft Office 365 Pro Plus (Subscription Product) installed on it.

To sign-in or activate a Microsoft product on an I.T.S system, you will first need the current username and password.

Username: student@intelligenttrainingsolution.onmicrosoft.com
Password: Pixel19#

IMPORTANT: This username and password listed on this document was correct at the time of printing, however the password for our system is changed every 3 months. Please check with the administration office if the password does not work.

## STEP 1

Open a Microsoft product on the computer you wish to activate or sign-in on. We suggest opening a product like Microsoft Word.
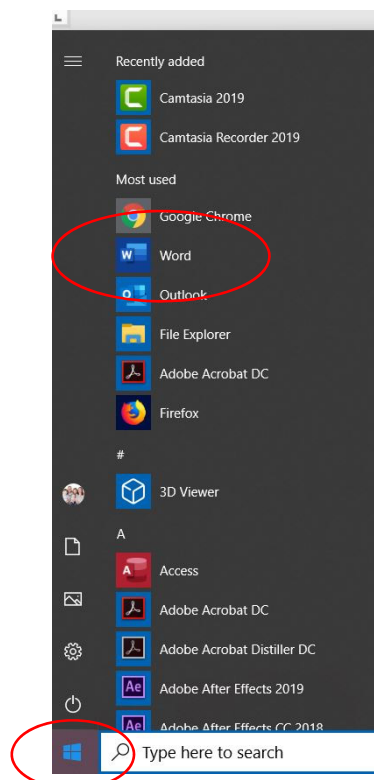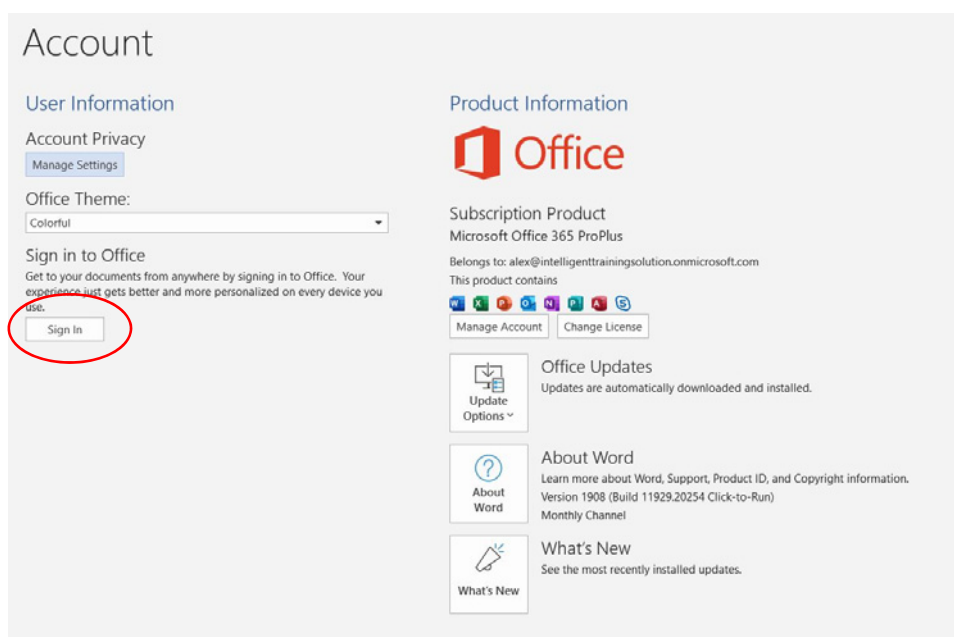
# STUDENT PORTAL INSTRUCTIONS

## STEP 2

Once you have opened MS Word, click the menu item titled '**File**' followed by the menu item titled '**Account**'
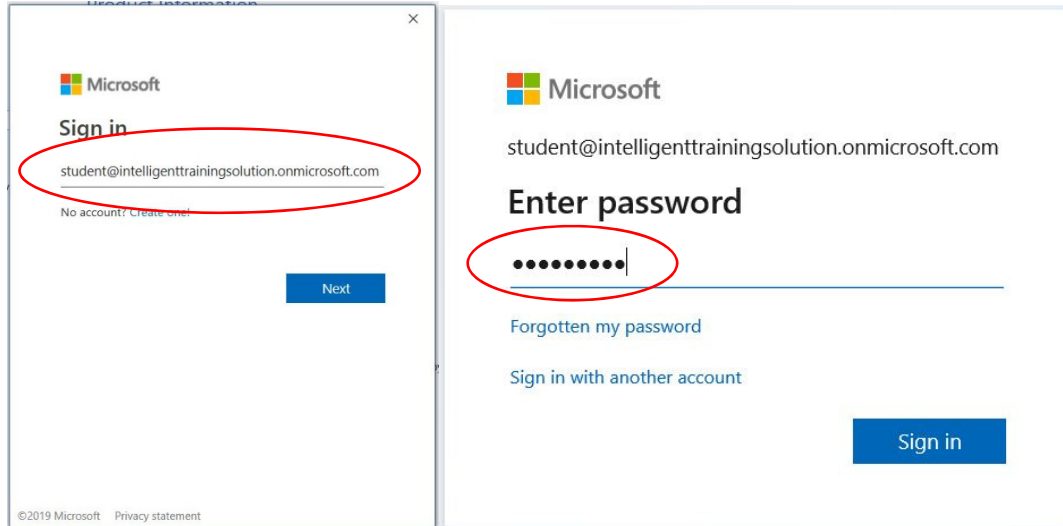


## STEP 3

After you click the '**Account**' menu item, you will be presented with the following screen (see below). Click on the '**Sign In**' button.
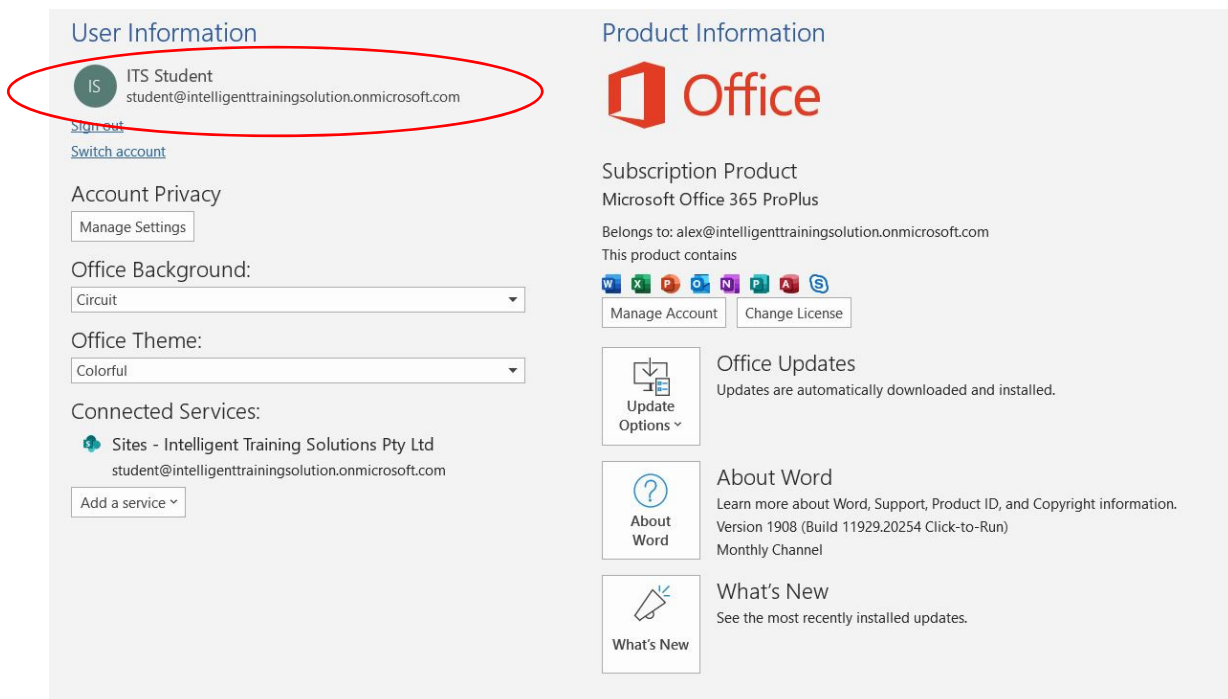
# STUDENT PORTAL INSTRUCTIONS



## STEP 4

Using the login credentials listed within this document, enter the username and password, exactly as shown, on page 1 making sure that you follow the prompts.



## STEP 5

After you have entered the username and password, your Microsoft Office product should have 'ITS Student' listed as the account user.



**PLEASE NOTE:** Most current office products as layout as shown on this document, however Intelligent Training Solutions cannot guarantee that differences may not occur. As a blended delivery student, you are expected to have a certain amount of proficiency with computer.