



Student Tech Credentials in Skyward

Bedford County School students in K – 12th grades will be provided a Microsoft 365 account to utilize Microsoft's Office suite of products such as Word, Excel, PowerPoint, and Sway. Students in 9th – 12th grades will be assigned an Exchange (Email) license to their Microsoft 365 account.

How does a student look up his or her Microsoft 365 username and password?

- Login to Skyward
- Click on Portfolio tab which is listed on the left-hand side of the screen
- Look for and click on **Student Tech Credentials** report towards the bottom of the screen

Example of a Shelbyville Central HS student:

A screenshot of the Skyward 'Portfolio - Attachments' page. On the left is a navigation menu with items: Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Student Services, Conferences, Academic History, and Portfolio (circled in red). The main content area shows two reports for 'Shelbyville Central HS': 'Portfolio is not available for [redacted]' and 'Report Cards is not available for [redacted]'. Below these is a table with a 'Description' header and one entry: 'Student Tech Credentials (Shelbyville Central HS)', which is highlighted with a red box.

- Once the link is clicked, a report will generate
- Click *View Report* button
- A new window will open with the generated report

The report will list a student's:

- Other ID (Skyward Student Number)
- MS365-Username
- MS365-Password
- School Email address (if applicable)

The MS365-Username and MS365-Password will be used to login to Microsoft 365 (Office 365) using the Office 365 link on the Bedford County Schools webpage.