1. **STUDENTS AND PARENTS need to get set up on BCPSOne.**

This will be your way to access grades, digital resources, digital tools and products, communicate with teachers, and more

To set up your BCPS account <https://mybcps.bcps.org/ManageProfile.aspx>

OR

To log in if you already have an account

https://bcpsone.bcps.org/

1. **Install the MICROSOFT 360 Suite of products for free!**

MICROSOFT OFFICE 365 STUDENT ADVANTAGE PROGRAM

[Office 365](http://www.bcps.org/Onedrive) gives you access to the full suite of Microsoft Office products like Word and PowerPoint.  Because Office 365 is online it is great for [productivity](http://w/tags/show/productivity), [collaboration](http://w/tags/show/collaboration), and presentation.  Microsoft Office 365 also allows for sharing and collaboration on documents and files.

* Free Download and Cloud Storage for Microsoft Office Products!
* *Word, PowerPoint, Excel,*and *Publisher*
* For Enrolled BCPS students and family members
* Includes 5 copies per BCPS student for computers and mobile devices

SETUP GUIDE:

1) Open a Web browser.

2) Enter [www.bcps.org/Office365](http://www.bcps.org/Office365) in the address bar OR from BCPSOne, click Instructional Tools, MSOffice 365.

3) At the Sign in screen, login with your full BCPS student username **and add “@bcps.org”**

4) Enter your internal password.

5) On the Installation page, make sure the Language is set to “English (United States)” and then click install.
 \*Note: BCPS does not recommend installing the 64-bit installation due to compatibility issues.

1. **Check out the resources and databases listed under Digital Content and Instructional Tools on BCPSONE (see list of databases handout for an overview)**
2. **Try out some of the free online study tools available Baltimore County Public Library databases\* http://www.bcpl.info/databases.html (a few of the options are listed below)**

**\*BE SURE TO GET YOUR LIBRARY CARD AND SET UP YOUR ONLINE ACCOUNT TO GAIN ACCESS TO SOME GREAT, FREE RESOURCES.**



1. **Try out free test prep websites and other free online resources. As you find sites that are helpful, be sure to bookmark, Pin, or save them for quick access later.**
	1. **Collegeboard.org- free practice tests, tips, study plans for SAT, PSAT, and AP**
	2. **khanacademy.org- tutorials on many topics!**
	3. **BCPL Homework Help:** [**http://www.bcpl.info/kids-teens-parents-teachers/homework-teens**](http://www.bcpl.info/kids-teens-parents-teachers/homework-teens)
	4. **BCPS Homework Help resource list:** <http://www.bcps.org/offices/dpd/homework_help.html>
	5. **Hippocampus.org- wide-range of study tools and resources**