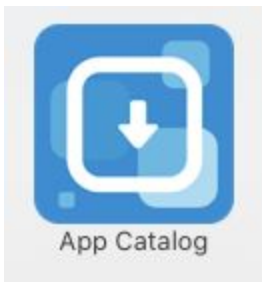


Setting up Teams App with Student ID Number

1. Find the Teams App on the lower bar on the main page.



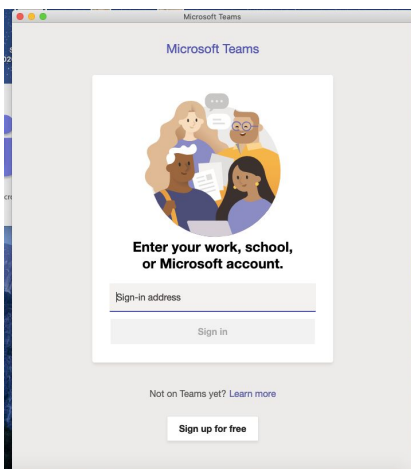
* If you do not have the Teams App, please download the app or update the app by clicking on applications:



Ensure it is installed/updated

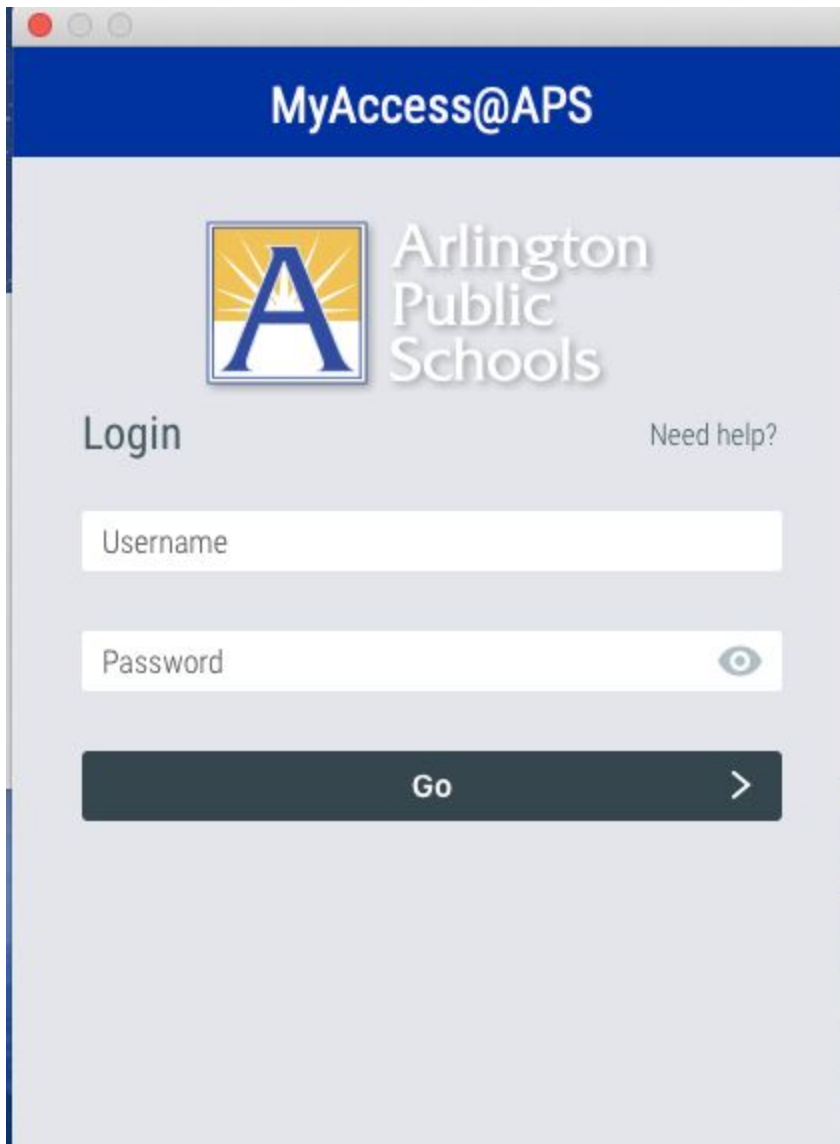


2. When Teams opens up, it will prompt the student for their email address.



Student's email address is their student ID number@apsva.us

2. After you put in the email address student ID number, such as 1000@apsva.us, the sign in button will turn blue, click sign in.
3. Then APS will prompt students to put in their student ID number and password:

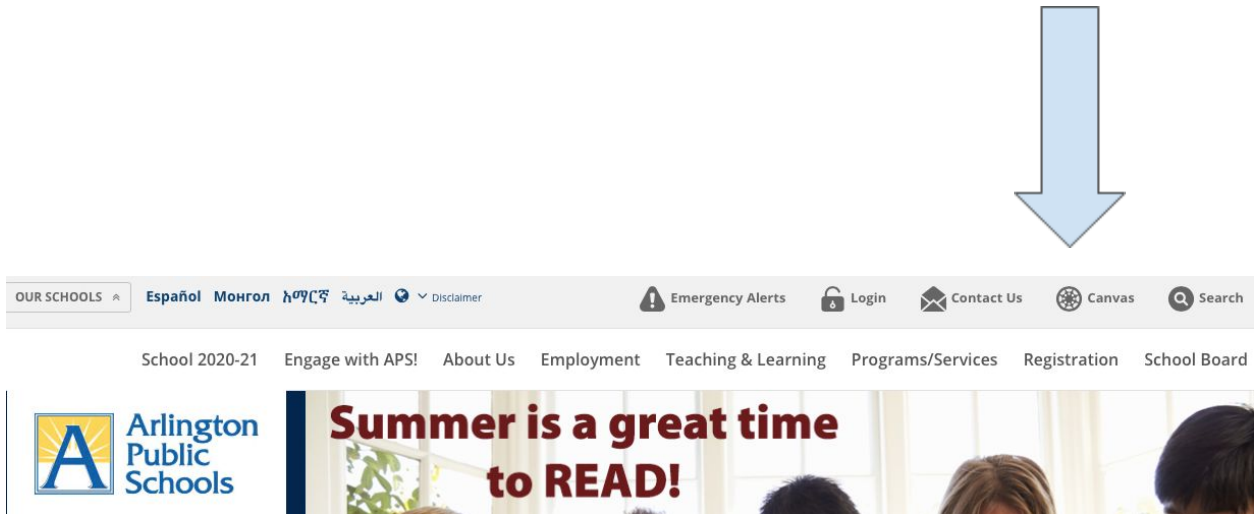


The screenshot shows a web browser window with the title "MyAccess@APS". The page features the Arlington Public Schools logo, which consists of a blue letter 'A' with a yellow sunburst behind it, and the text "Arlington Public Schools" to its right. Below the logo, the word "Login" is displayed on the left, and "Need help?" is on the right. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for password visibility. At the bottom of the form is a dark blue button with the text "Go" and a right-pointing chevron symbol.

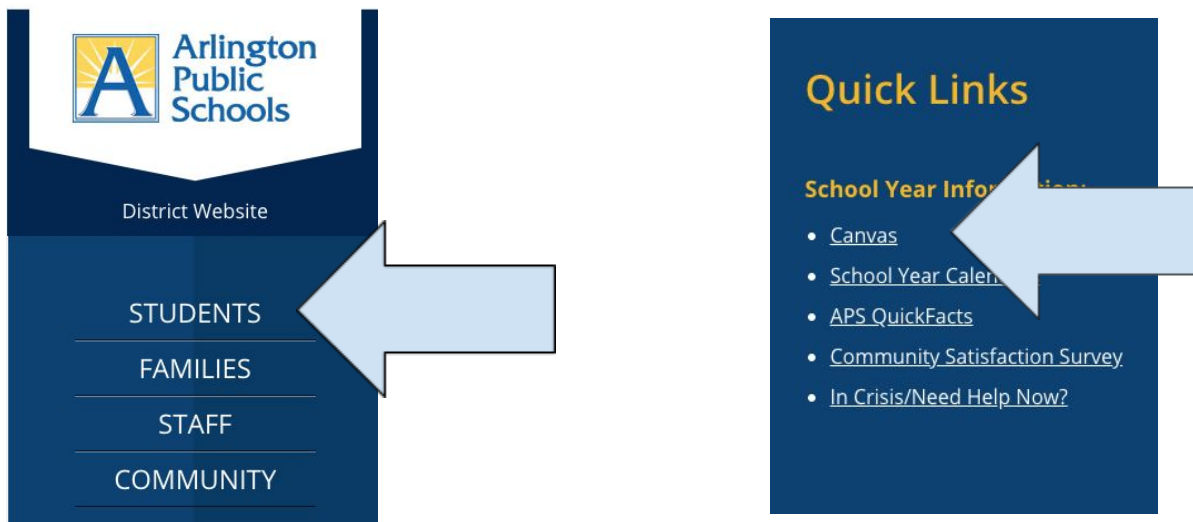
Then the student is properly connected through APS, not as a guest.

Log into Canvas and access the link to the meeting through canvas.

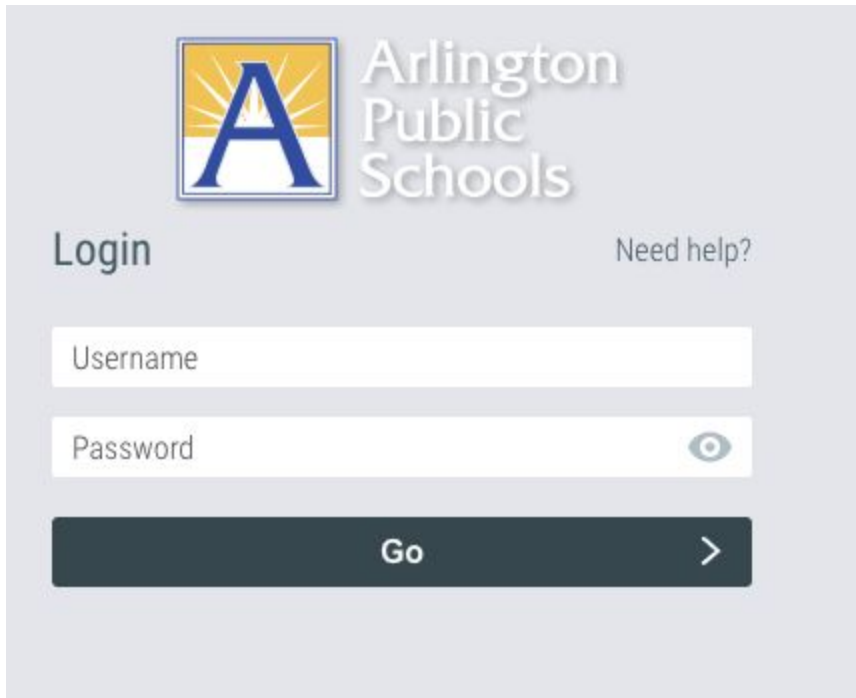
1. You can go to www.apsva.us and click on canvas at the top banner:



Or by clicking students then click on Canvas



2. Sign into APS with your username and password.

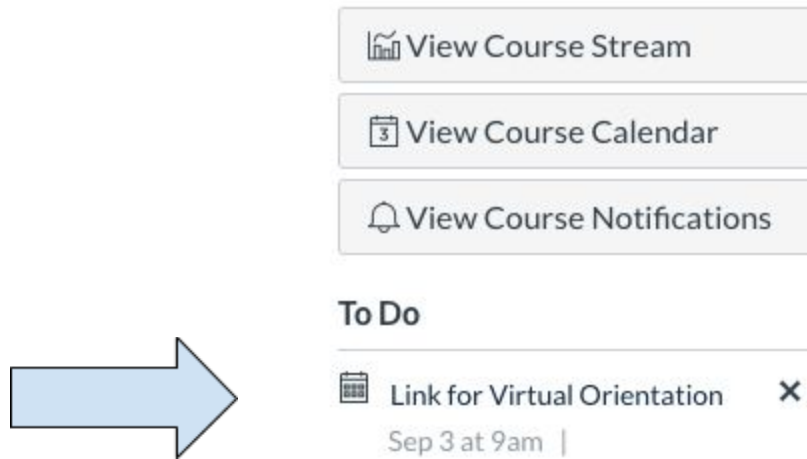


The image shows a login interface for Arlington Public Schools. At the top left is the APS logo, a blue 'A' with a yellow sunburst. To its right, the text 'Arlington Public Schools' is displayed in a grey, sans-serif font. Below the logo, the word 'Login' is on the left and 'Need help?' is on the right. There are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. At the bottom is a dark grey button with the text 'Go' and a right-pointing chevron.

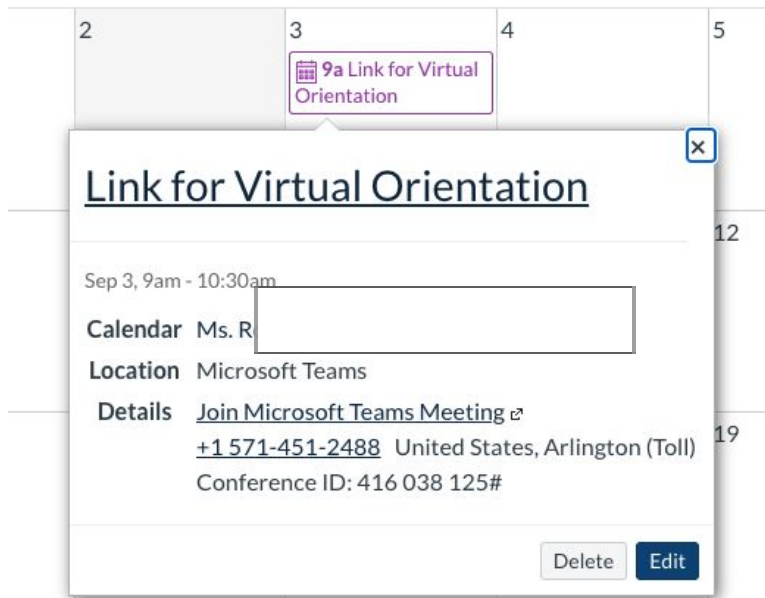
3. Click on Canvas

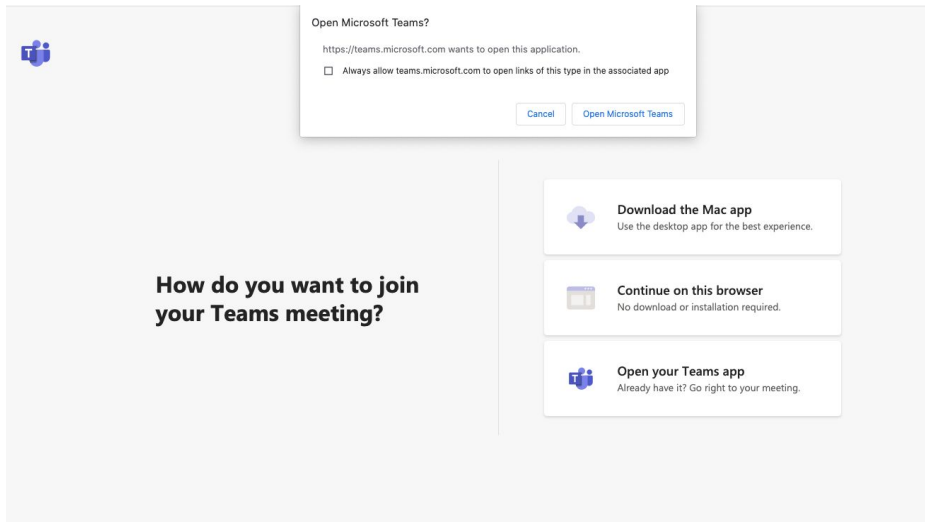


4. Go to your Teacher's Course in Canvas and Look for the To Do section or Calendar:



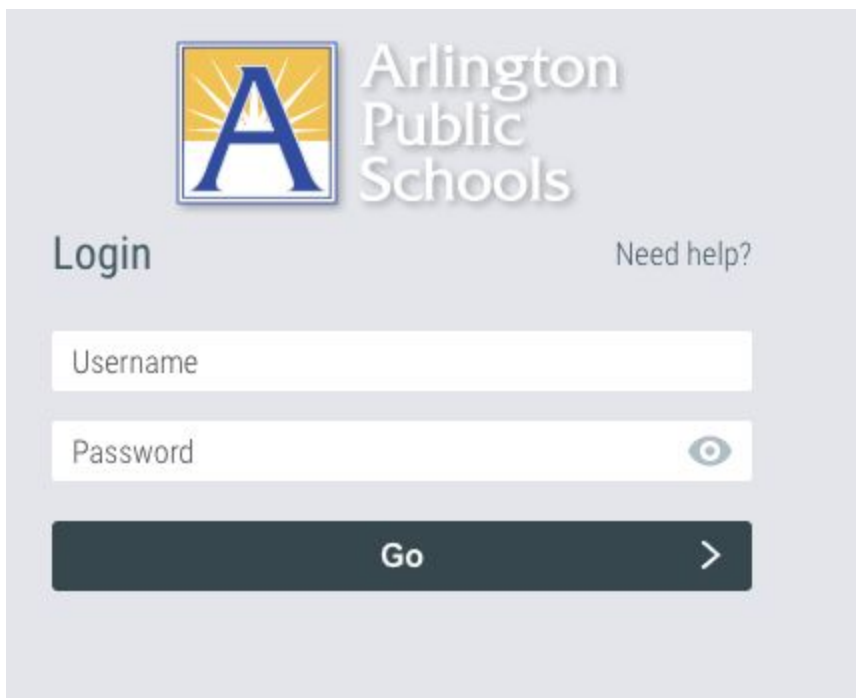
5. Click on the event and the Microsoft Teams link will appear.
6. Click on the Join Microsoft Teams Meeting link. It will bring up this window.





7. You can join by opening the Microsoft Team App. Click on Open Your Teams App.

*You may have to log into Teams by logging into APS when the Teams App opens. Put in your username and password.




8. It will prompt you to enter the meeting, and click join now:


Choose your audio and video settings for
Virtual Student Orientation



Other join options

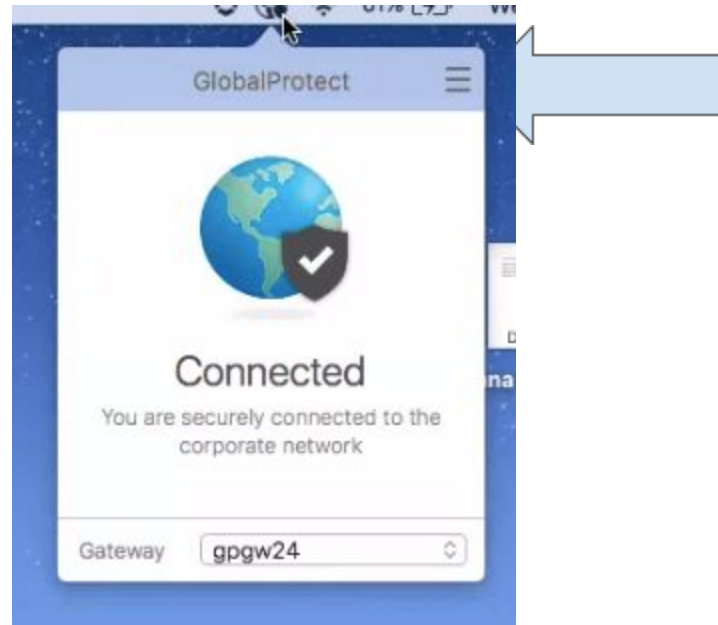
 Audio off

 Phone audio

 Add a room

Global Protect Directions:

1. Find the Globe with a Shield in the very top of the screen. It is next to the Wifi symbol, near the date and time. Click on the Globe with the Shield.
2. Global Protect will pop up.
3. Click on the three lines on the right side.
4. Click on refresh connection.



5. Click Ok.



Check your connection to the internet, if you can not bring up any websites, please restart your computer.

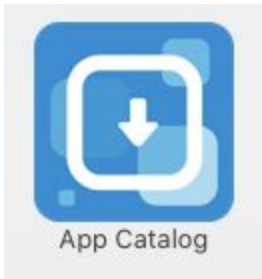
Spanish Version:

Ajustes de la aplicación Teams usando el número de Identificación de APS

1. Encuentra la aplicación Teams con el logo que aparece en la parte de abajo de página principal



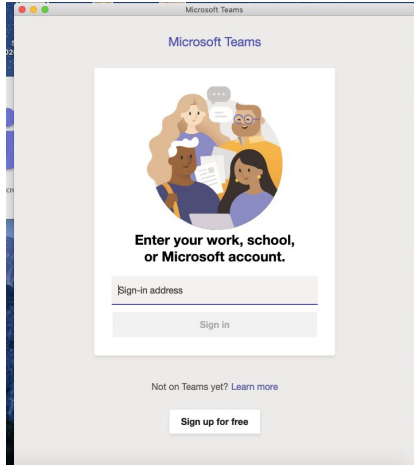
*Si usted no tiene la Aplicación de Teams, descárguela o actualice desde el Catálogo de APS



Asegúrese que la aplicación está instalada o actualizada antes de iniciar cualquier sesión.



2. Cuando la aplicación Teams abre, ingrese el correo electrónico del estudiante.



La dirección de correo del estudiante es el numero de identificacion más @apsva.us

3. Después de ingresar la dirección; por ejemplo, 1000@apsva.us, el botón presione el botón de ingresar
4. Entonces, APS enviará una nueva ventana donde deberá ingresar el número de identificación de estudiante y la contraseña

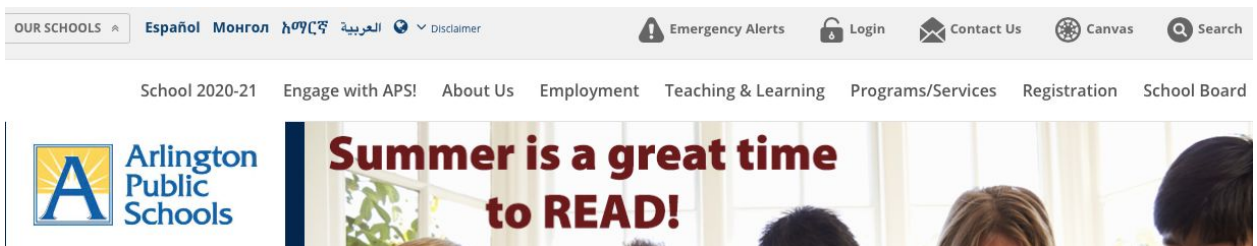
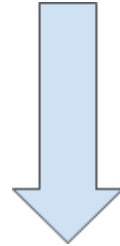
The image shows a web browser window with a blue header bar containing the text "MyAccess@APS". Below the header is the Arlington Public Schools logo, which consists of a stylized blue letter 'A' with a yellow sunburst behind it, followed by the text "Arlington Public Schools".

Below the logo, the word "Login" is displayed on the left, and "Need help?" is on the right. There are two input fields: "Username" and "Password". The "Password" field has a small eye icon to its right, indicating a toggle for password visibility. Below the input fields is a dark grey button with the text "Go" and a right-pointing chevron symbol ">".

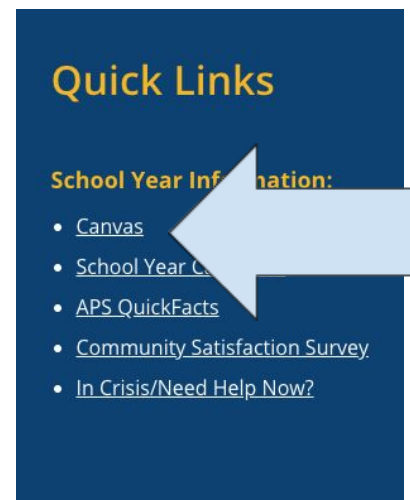
Entonces el estudiante estará conectado correctamente a APS. No será un invitado.

Para ingresar y acceder a los enlaces de clases en vivo a través de Canvas

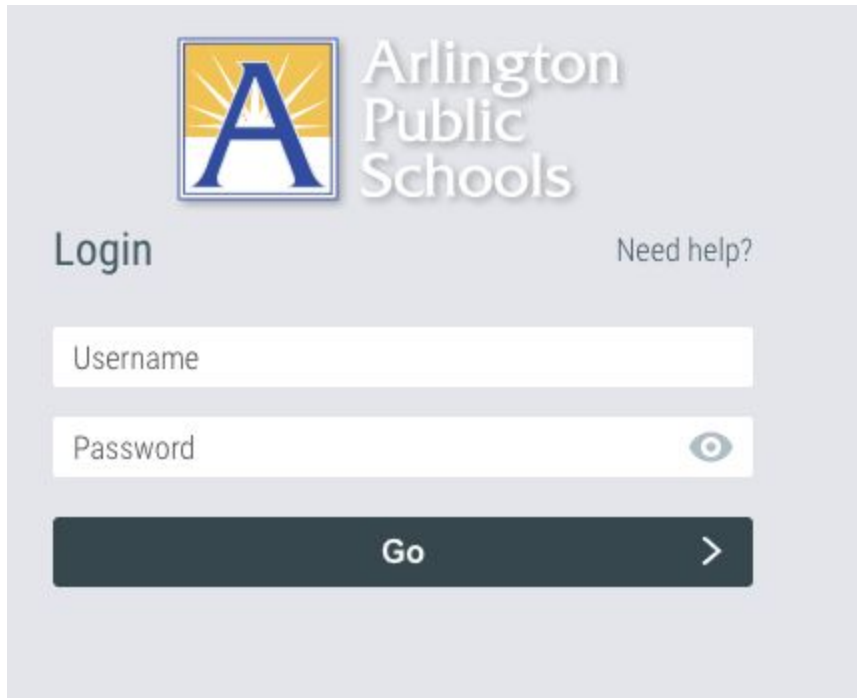
1. El primer paso es ir a www.apsva.us y dar clic en el icono de Canvas señalado en la siguiente imagen:



La otra forma es ingresando donde dice ESTUDIANTES y luego en el MENÚ dar clic donde dice CANVAS como se muestra en la imagen



2. Ingresa a APS con tu número de estudiante y tu contraseña.

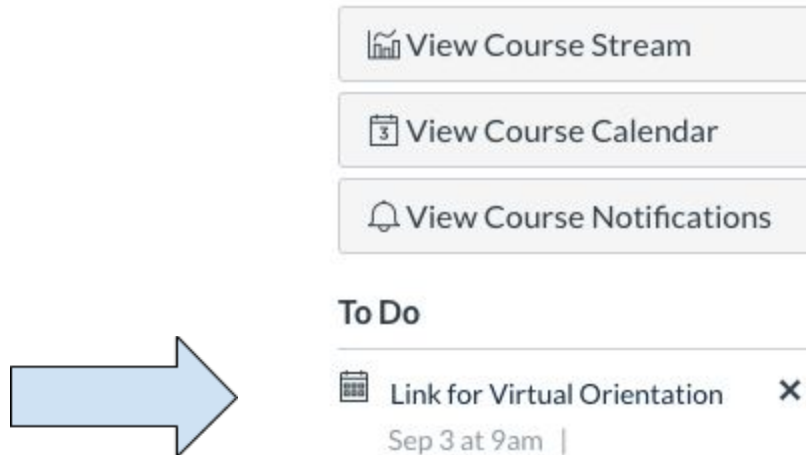


The image shows a login interface for Arlington Public Schools. At the top left is the APS logo, a blue 'A' with a yellow sunburst. To its right is the text 'Arlington Public Schools'. Below the logo is the word 'Login' and a link 'Need help?'. There are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon (an eye) to its right. At the bottom is a dark grey button with the text 'Go' and a right-pointing chevron.

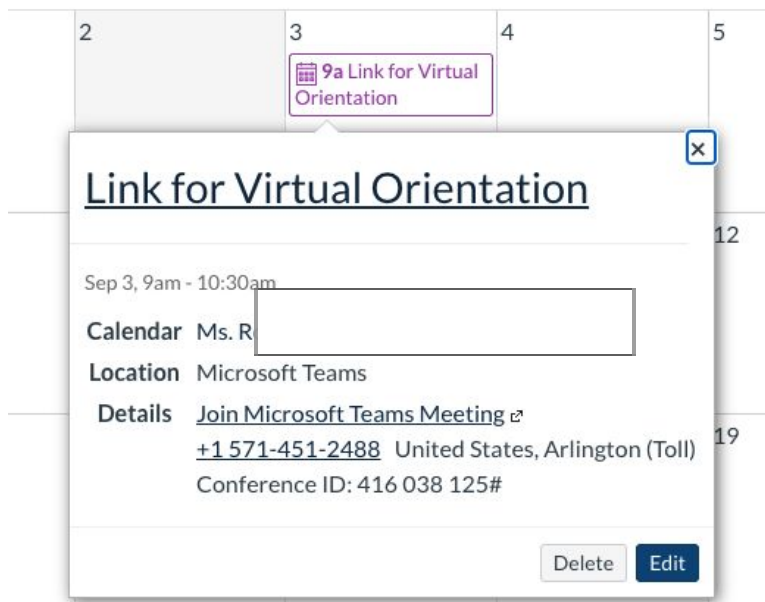
3. Dar clic en Canvas

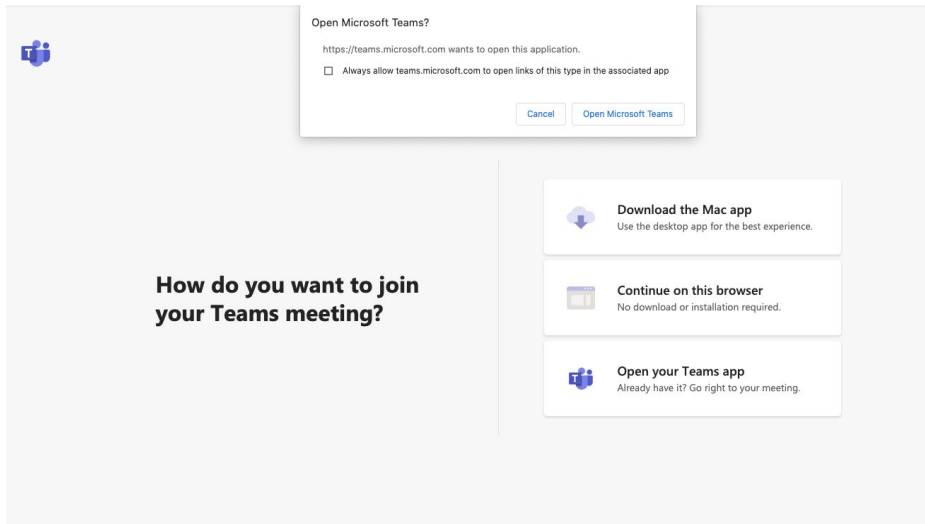


4. Vaya a la página del maestro en Canvas y busque la sección QUÉ HACER como se muestra en la imagen de abajo:



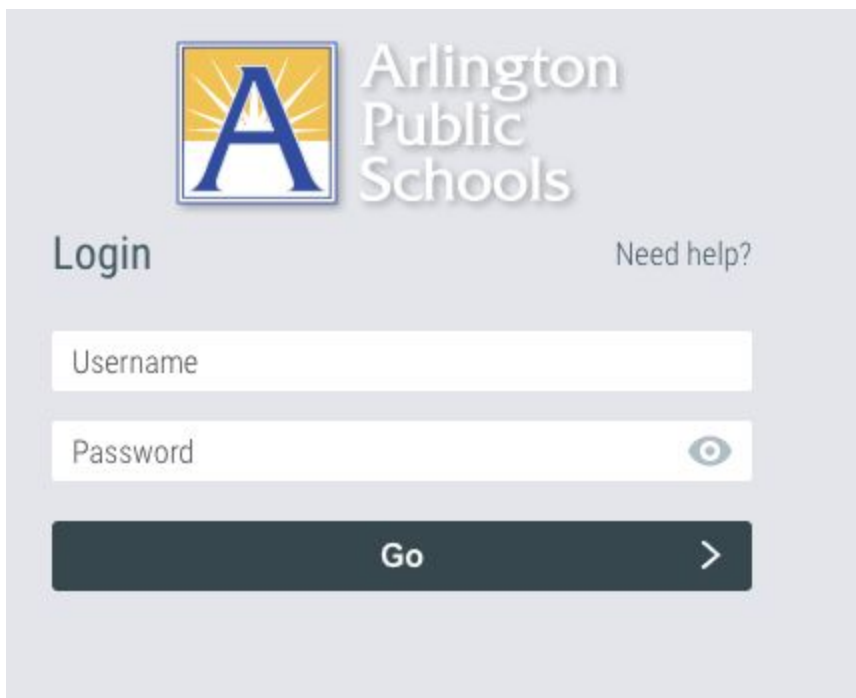
5. Dar clic en el enlace de Microsoft Teams que aparece en el calendario
6. El sistema abrirá una ventanilla que lo llevara a la sesión de Teams. Como se muestra en la imagen





7. Usted puede ingresar usando la aplicación de Teams y Microsoft Teams.

* Usted puede ingresar a Teams cuando la aplicación se abra. Ingrese su número de ID y su contraseña.




8. Se abrirá una ventanilla que le ingresara a la sesión:


Choose your audio and video settings for
Virtual Student Orientation



Other join options

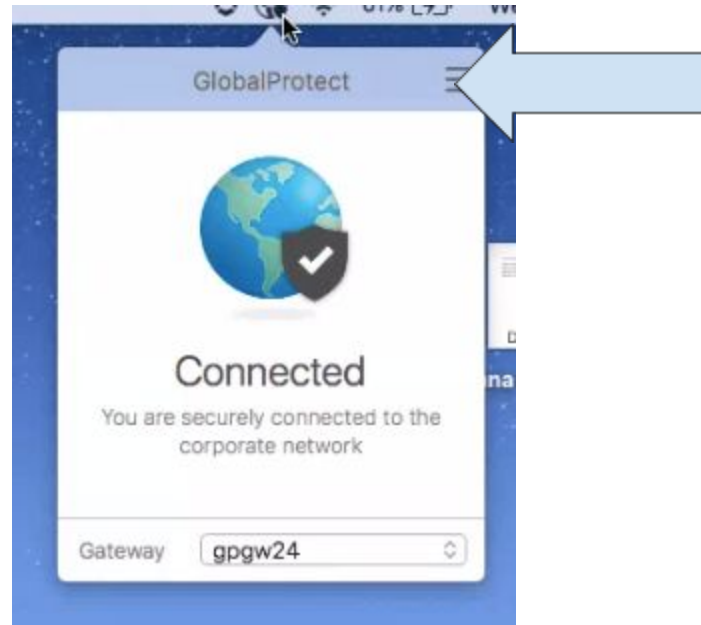
 Audio off

 Phone audio

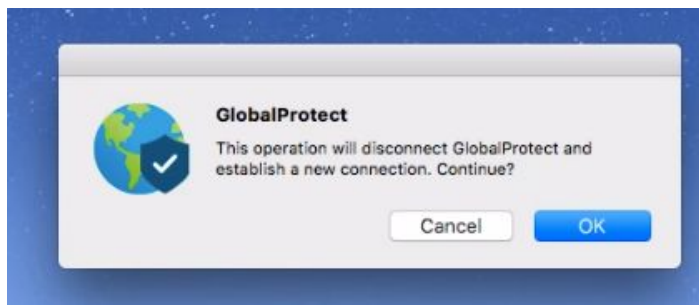
 Add a room

Global Protect Directions:

1. Encuentra el Globo con un Escudo en la parte superior de la pantalla. Está al lado del símbolo de WiFi, cerca de la fecha y la hora. Haga clic en el globo con el escudo.
2. Aparecerá Global Protect.
3. Haga clic en las tres líneas del lado derecho.
4. Haga clic en actualizar la conexión.



5. Haga clic en Aceptar. (ok)



Verifique su conexión a Internet, si no puede abrir ningún sitio web, reinicie su computadora.