



CURRO ONLINE – LOGIN INSTRUCTIONS

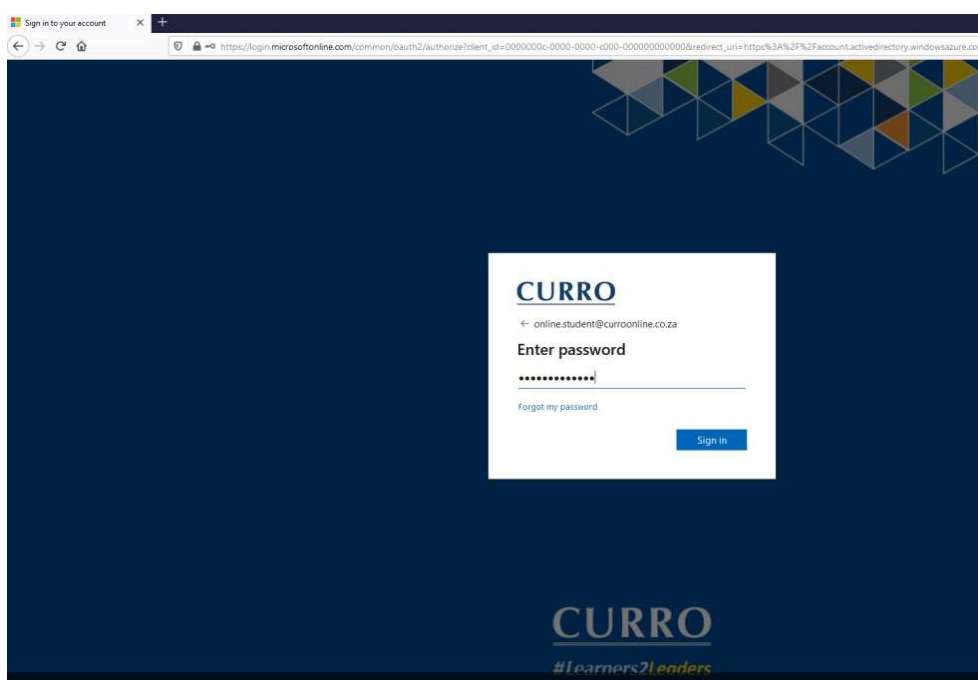
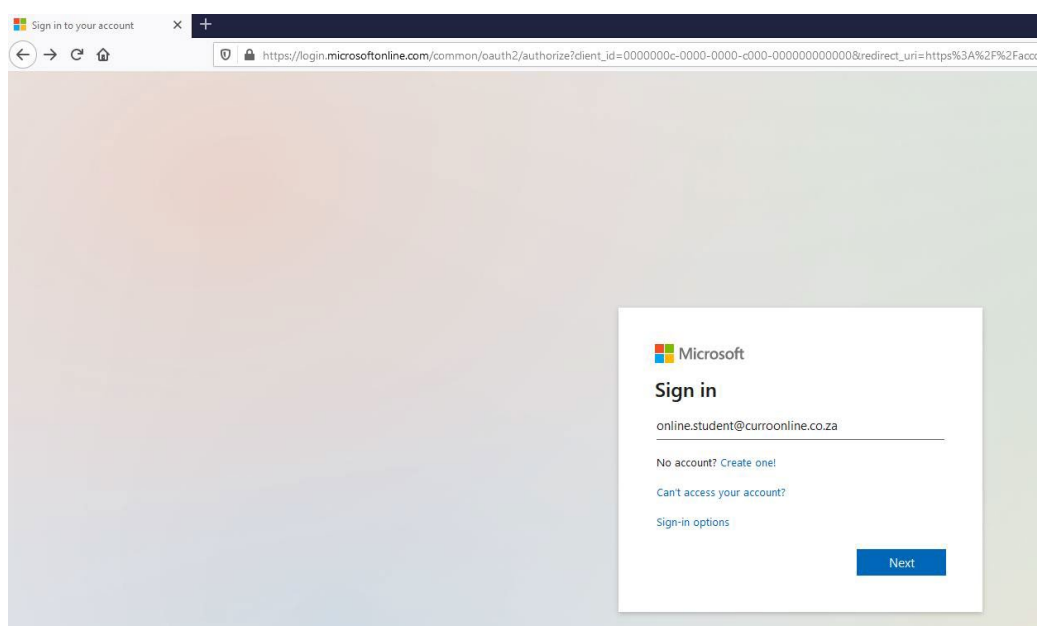
SELF-SERVICE PASSWORD REGISTRATION AND RESET

Video: Register with cell phone for future password resets & How to reset your password yourself.

Instructions:

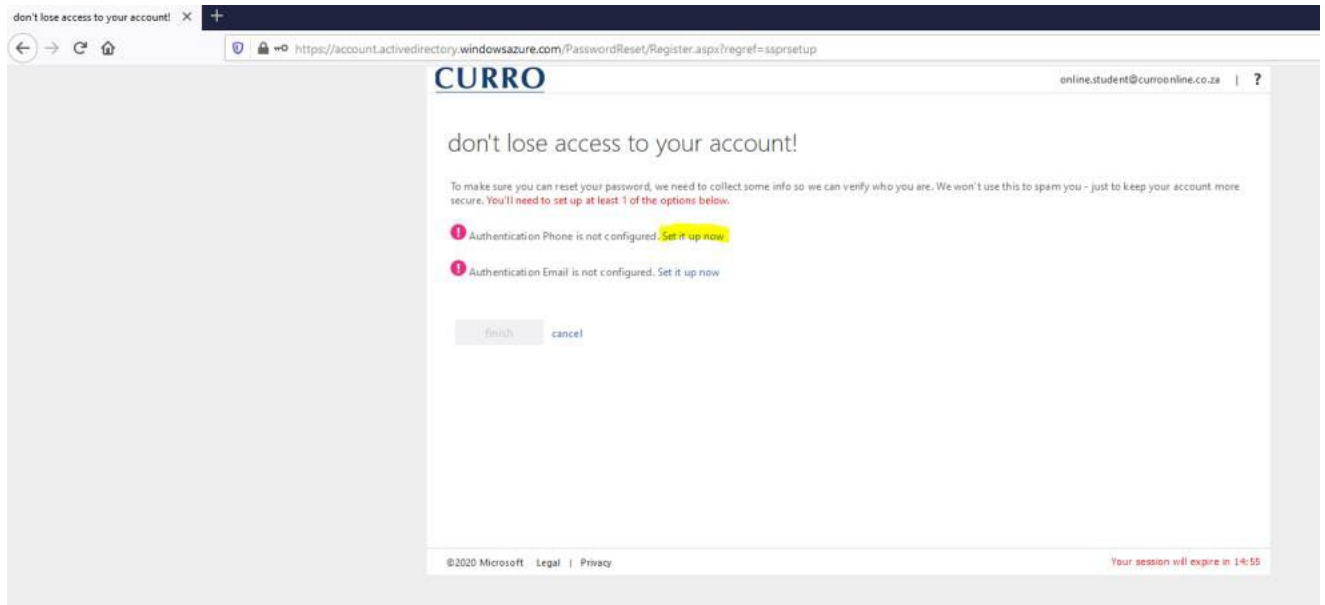
- a) Learners will be requested to register their password reset details and reset their password (please refer to the email and SMS that was sent to the accountholder).

Open the website <http://aka.ms/ssprsetup> and sign in using your credentials.

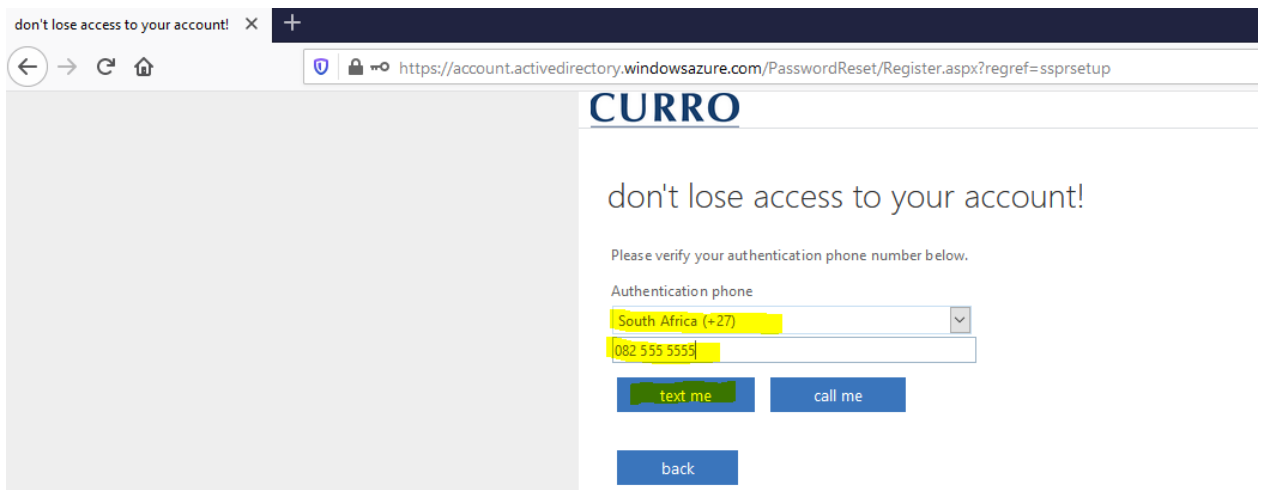




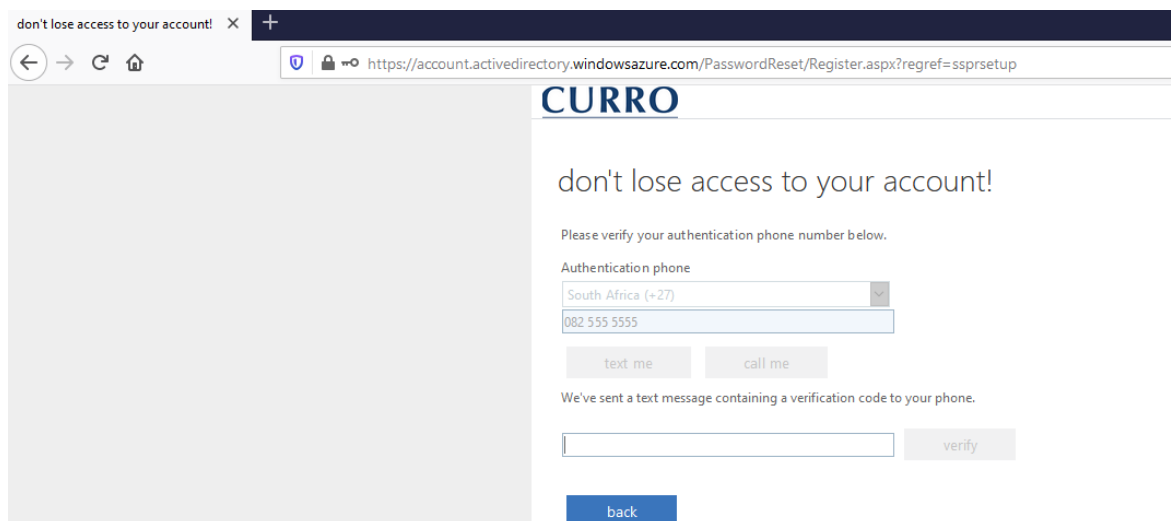
b) Click on Set it up now next to 'Authentication Phone is not configured'.



c) Select country and enter your cell phone number, then click text me. You will receive a text message with a code which will be used next.



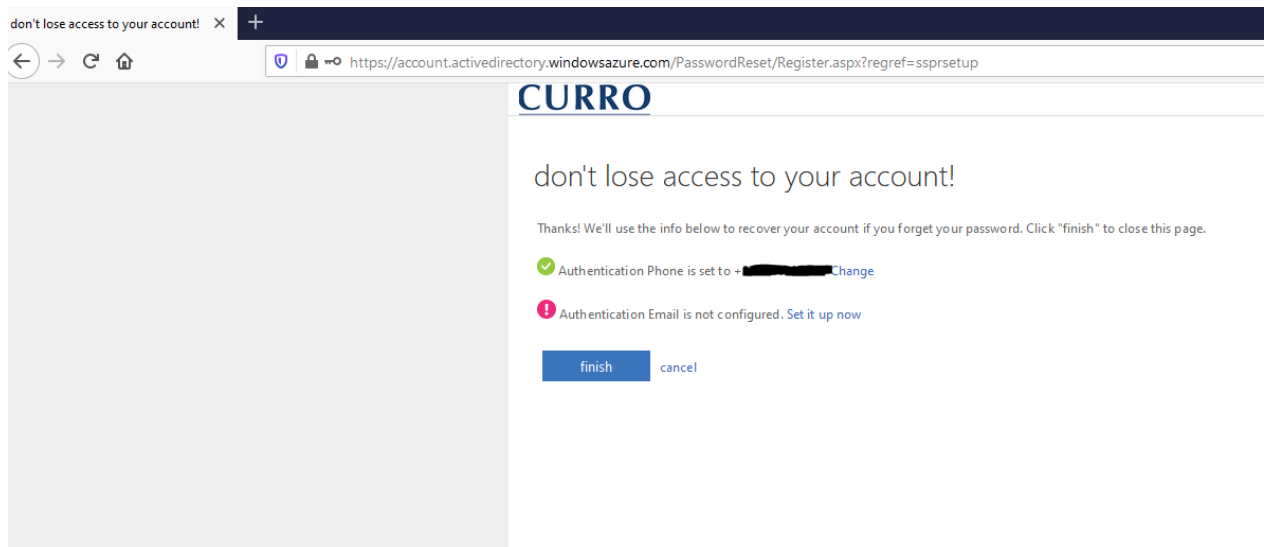
d) Enter the received code.





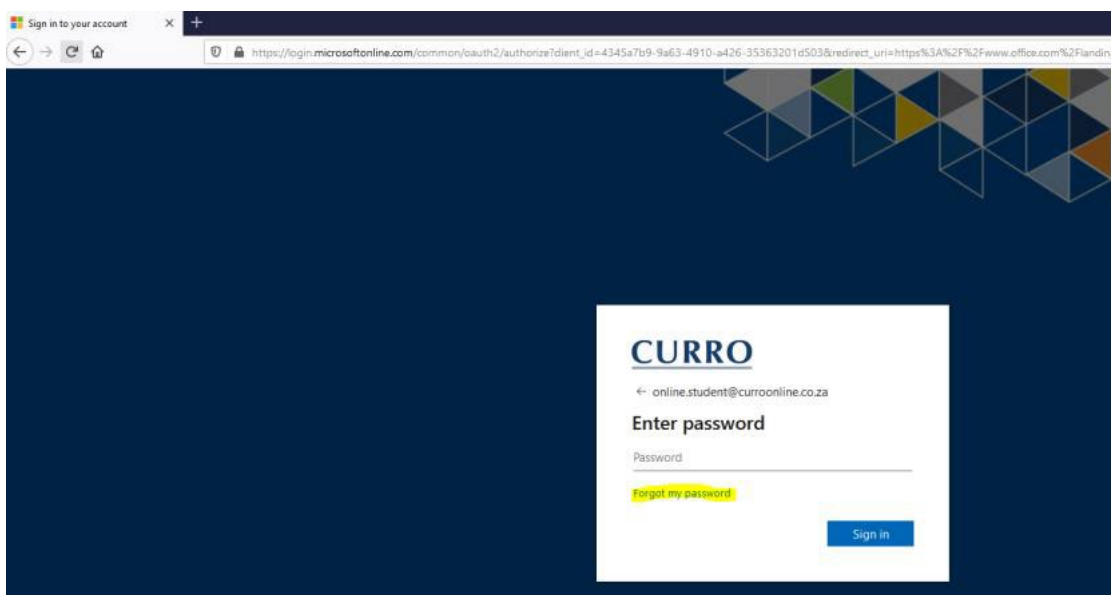
- e) Click verify.
You will now have a cell phone registered for self-service password reset. You can add an additional email address as well.

- f) Click finish.



Next you will be required to reset the password.

- a) Open www.office.com and click Sign in. Then, click on Forgot my password.





b) Enter your user ID and the verification code displayed on the screen and click Next:

Microsoft Online Password Res... X

← → ↻ 🏠 🔒 https://passwordreset.microsoftonline.com/?ru=ht

CURRO

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

gyklxw

Enter the characters in the picture or the words in the audio.

Next Cancel

c) Enter the registered cell phone number and click Text:

CURRO

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****02) below. You will then receive a text message with a verification code which can be used to reset your password.

Text

Cancel



d) Enter the code that you received on the cell phone and click Next.

Microsoft Online Password Res X +

https://passwordreset.microsoftonline.com/?ru=https%3a%2f%2flogin.microsc

CURRO

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Text my mobile phone

We've sent you a text message containing a verification code to your phone.

Call my mobile phone

786311

Next

Cancel

e) Choose a new password that conforms with the password policy and click Finish.

Microsoft Online Password Res X +

https://passwordreset.microsoftonline.com/?ru=https%3a%2f%2flog

CURRO

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

.....

strong

* Confirm new password:

.....

Finish Cancel



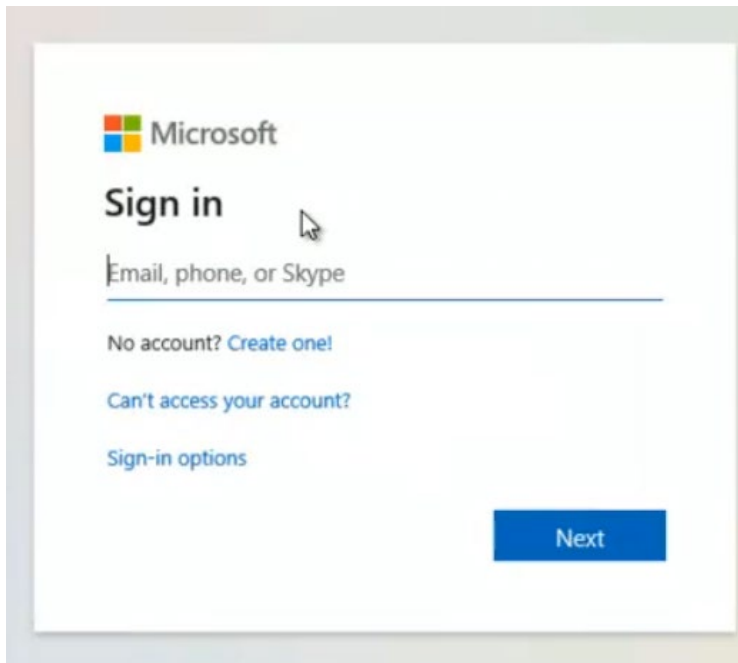
LOGIN TO MICROSOFT OFFICE 365

Video: How to sign in for the first time & How to access your subjects in the Moodle App.

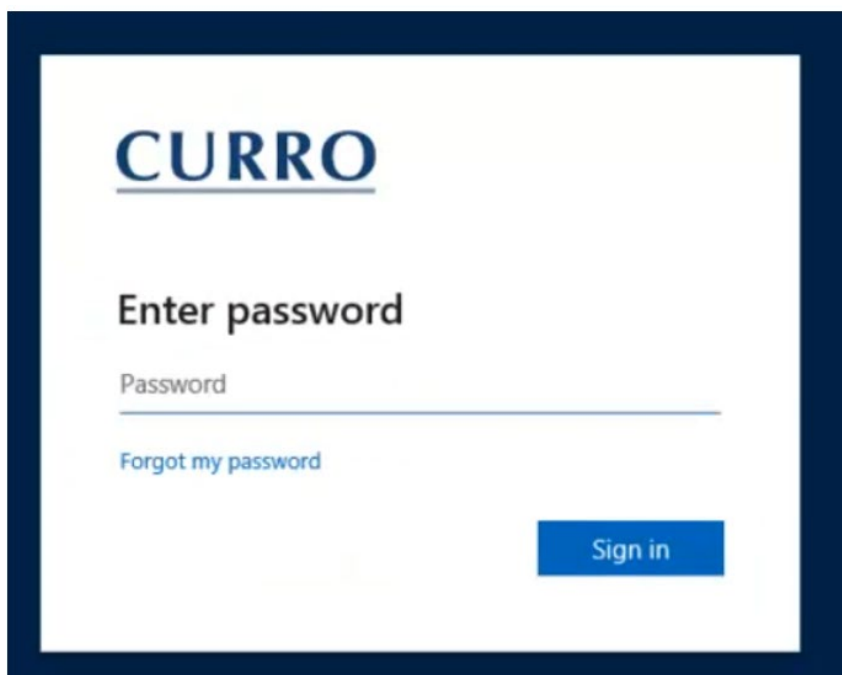
Instructions:

To access the Online Learning Platform for the first time, complete the next steps.

- a) Open the website <http://portal.office.com>.
- b) Enter your Curro email address and click Next.

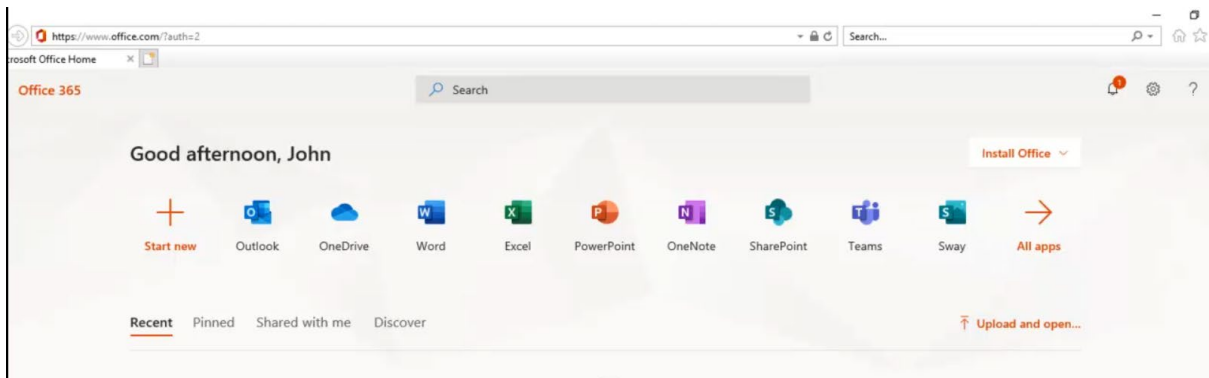


- c) Enter the new password that was created in Step 1 and click Sign in.

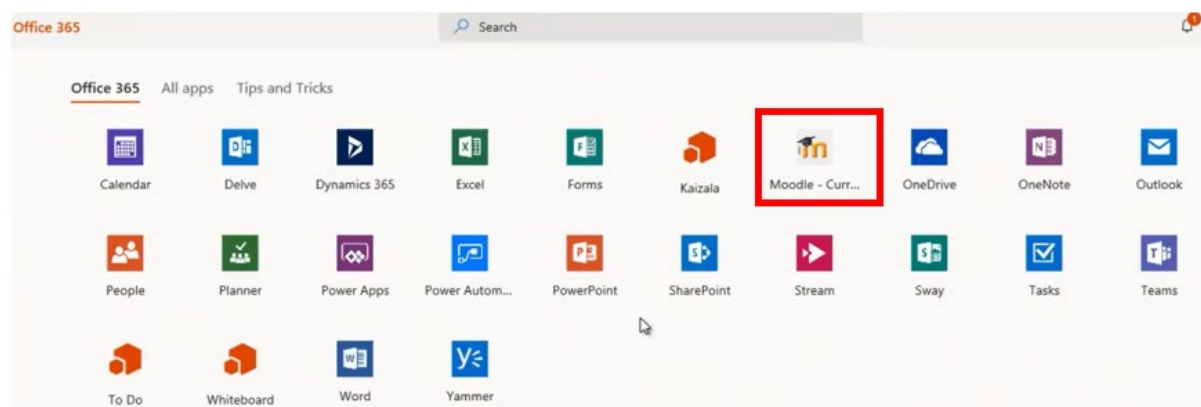




d) Here you will see all the Microsoft Office 365 applications that are available for you to use.

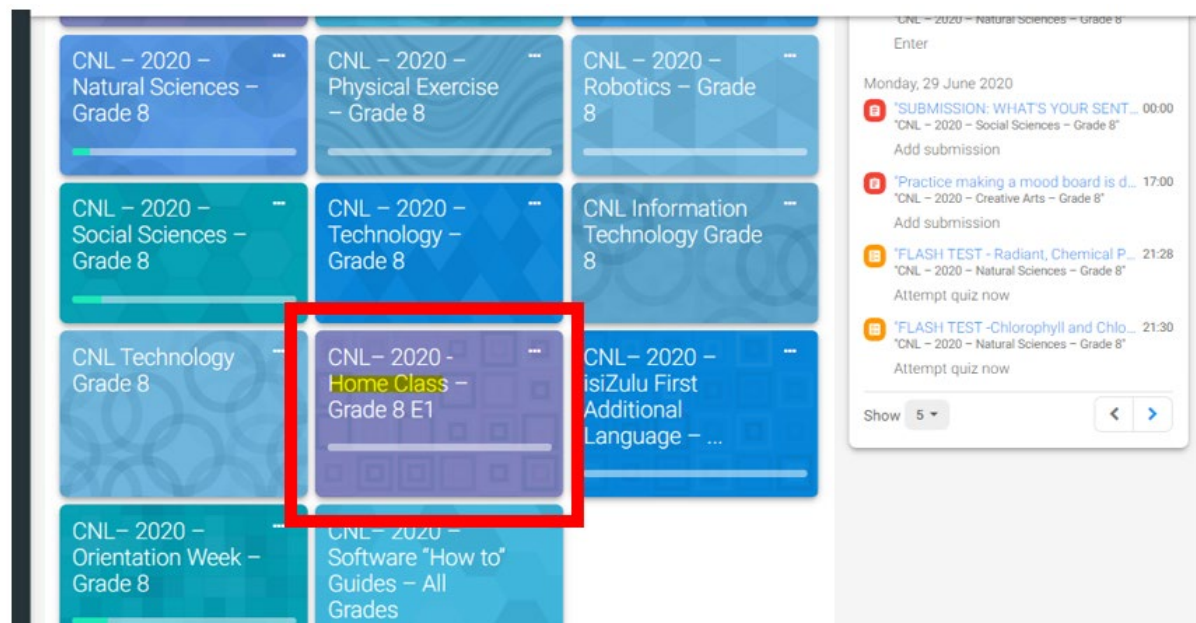


e) Click on the All apps arrow and scroll down until you find the Moodle - Online Learning Platform icon.



f) Click on the button and it will direct you to the Online Learning Platform.

g) Here you will be able to see all your course content.



h) There will be a Home Class Tile available. Click on the tile (highlighted with the red square in the screenshot above) to view the register class and the timetable.

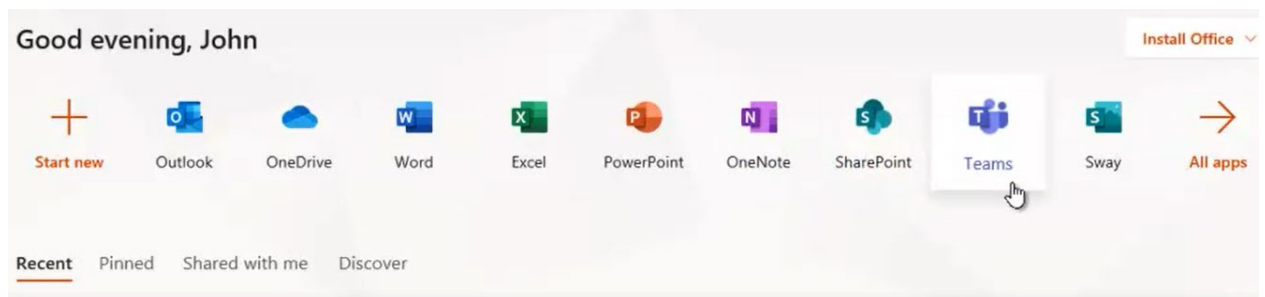


DOWNLOAD TEAMS

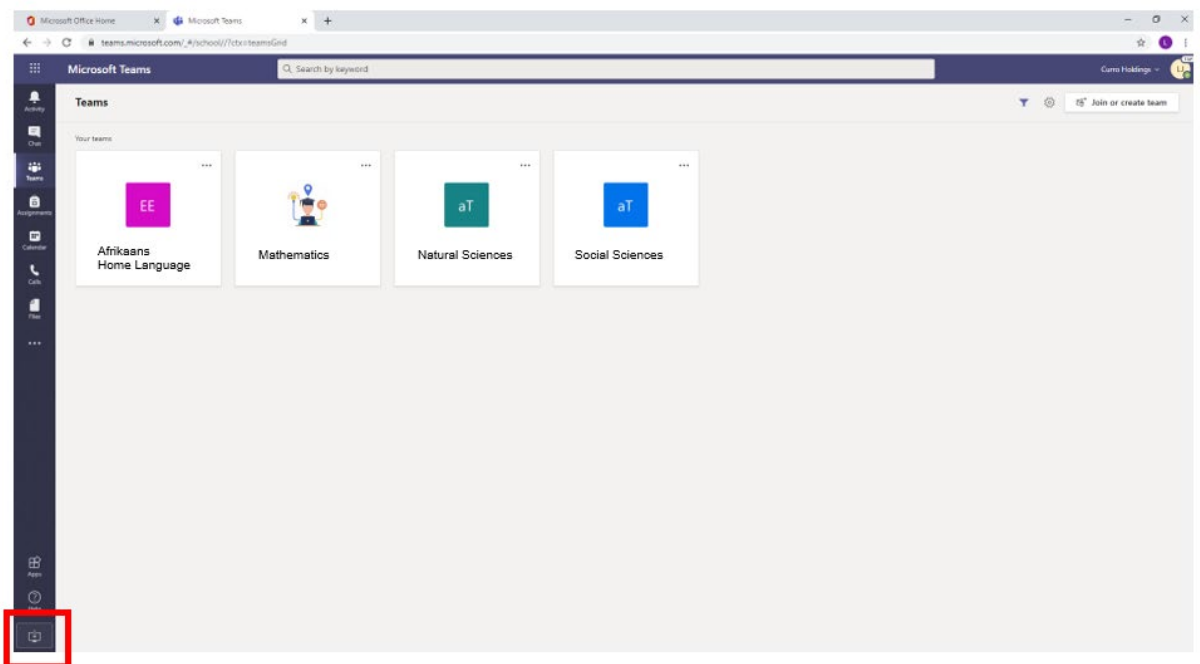
Video: How to access your subjects in Microsoft Teams.

Instructions:

- a) Open the website <http://portal.office.com>.
- b) It might be required to sign in with your Curro email and password.
- c) Click on the Teams application as shown in the screenshot below.



- d) Once you have clicked on the application it will open up in a new tab in the web browser.



- e) To download Teams onto your device, click on the download button in the bottom left corner highlighted with the red square in the screenshot above.
- f) After the download is completed, click on the Teams windows... file to open the Teams desktop application.