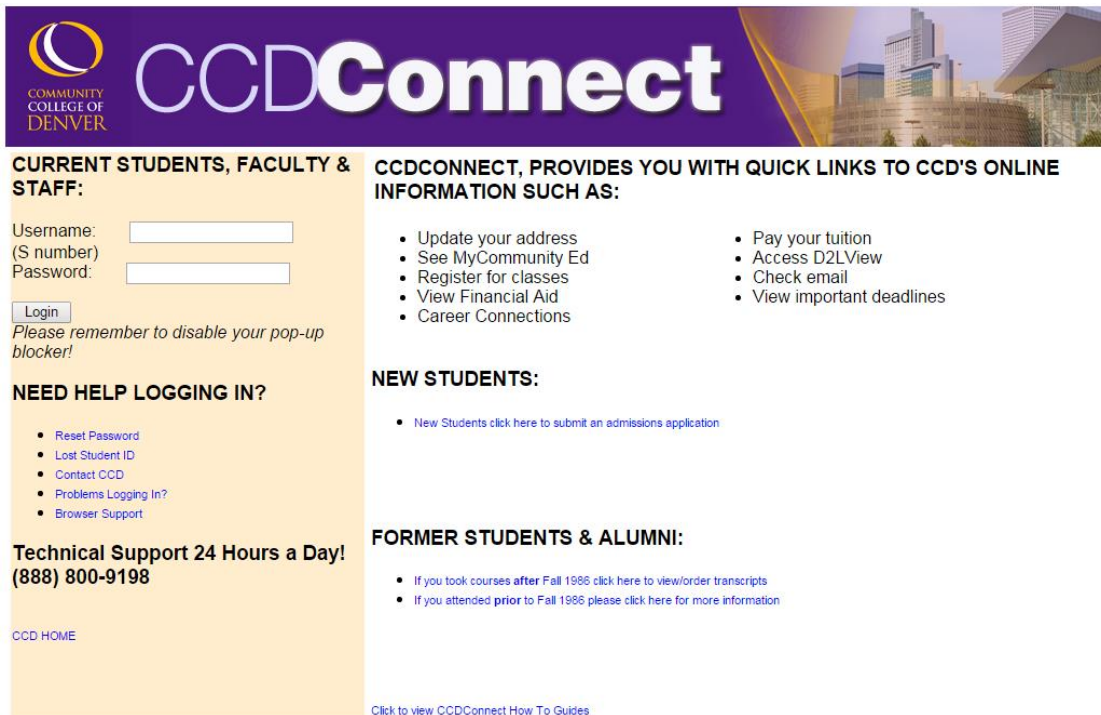


QuickGuide: Install Office 365 ProPlus

Every CCCS student can use Office 365 ProPlus at no additional cost—providing you with the full Office productivity suite, including Word, Excel, PowerPoint & OneNote.

Instructions on Downloading & Installing Office 365 ProPlus

Step 1. Log into Portal ([CCDConnect Portal](#)).



CCDConnect

CURRENT STUDENTS, FACULTY & STAFF:

Username:
 (S number)
 Password:

Please remember to disable your pop-up blocker!

NEED HELP LOGGING IN?

- Reset Password
- Lost Student ID
- Contact CCD
- Problems Logging In?
- Browser Support

Technical Support 24 Hours a Day!
(888) 800-9198

[CCD HOME](#)

CCDCONNECT, PROVIDES YOU WITH QUICK LINKS TO CCD'S ONLINE INFORMATION SUCH AS:

- Update your address
- See MyCommunity Ed
- Register for classes
- View Financial Aid
- Career Connections
- Pay your tuition
- Access D2LView
- Check email
- View important deadlines

NEW STUDENTS:

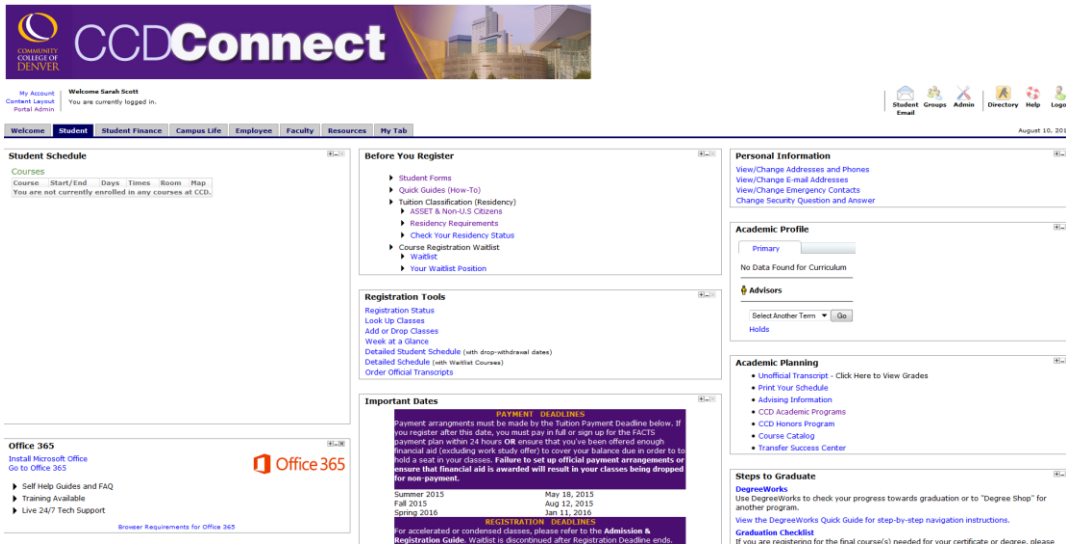
- New Students click here to submit an admissions application

FORMER STUDENTS & ALUMNI:

- If you took courses after Fall 1986 click here to view/order transcripts
- If you attended prior to Fall 1986 please click here for more information

[Click to view CCDConnect How To Guides](#)

Step 2. Go to “Student” tab.



CCDConnect

Welcome Sarah Smith
You are currently logged in.

My Account
Contact Us
Portal Admin

Student Email Groups Admin Directory Help Logs

August 15, 2011

Welcome Student Student Finance Campus Life Employee Faculty Resources My Tab

Student Schedule

Courses Start/End Days Times Room Map
You are not currently enrolled in any courses at CCD.

Before You Register

- Student Forms
- Quick Guides (How-To)
- Tuition Classification (Residency)
- ASSET & Non-U.S. Citizens
- Residency Requirements
- Check Your Residency Status
- Course Registration Waitlist
- Waitlist
- Your Waitlist Position

Registration Tools

Registration Status
 Look Up Classes
 Add or Drop Classes
 Waitlist at a Glance
 Detailed Student Schedule (with drop-withdrawal dates)
 Detailed Schedule (see Waitlist Courses)
 Order Official Transcripts

Important Dates

PAYMENT DEADLINES
 Payment arrangements must be made for the Tuition Payment Deadline below. If you register after this date, you must pay in full or sign up for the FACTS payment plan within 24 hours OR ensure that you've been offered enough financial aid (excluding work study offer) to cover your balance due in order to be added a seat in your classes. Failure to set up official payment arrangements or ensure that financial aid is awarded will result in your classes being dropped for non-payment.

Term	Deadline
Summer 2015	May 15, 2015
Fall 2015	Aug 15, 2015
Spring 2016	Jan 11, 2016

REGISTRATION DEADLINES
 For accelerated or condensed classes, please refer to the Admission & Registration Guide. Waitlist is discontinued after Registration Deadline ends.

Office 365

Install Microsoft Office
Go to Office 365

- Self Help Guides and FAQ
- Training Available
- Live 24/7 Tech Support

[Browser Requirements for Office 365](#)

Personal Information

View/Change Address and Phones
 View/Change E-mail Addresses
 View/Change Emergency Contacts
 Change Security Question and Answer

Academic Profile

Primary
 No Data Found for Curriculum

Advisors

Select Another Term Go
 Holds

Academic Planning

- Unofficial Transcript - Click Here to View Grades
- Print Your Schedule
- Advising Information
- CCD Academic Programs
- CCD Honors Program
- Course Catalog
- Transfer Success Center

Steps to Graduate

DegreeWorks
 Use DegreeWorks to check your progress towards graduation or to "Degree Shop" for another program.
 View the DegreeWorks Quick Guide for step-by-step navigation instructions.

Graduation Checklist
 If you are registering for the final course(s) needed for your certificate or degree, please

Step 3. Click on “Install Microsoft Office” link in “Office 365” channel.



Step 4. Click “Install now”.

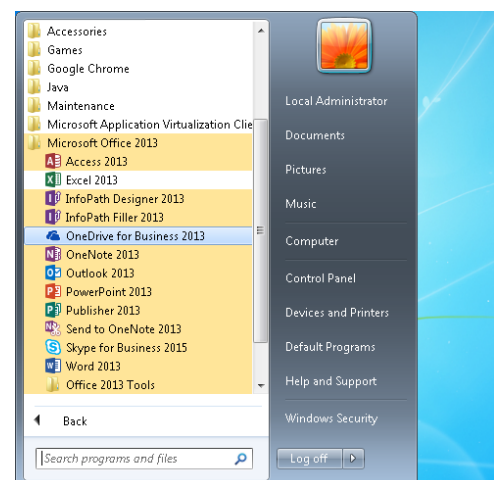


Step 5. Save the installation file to your computer.

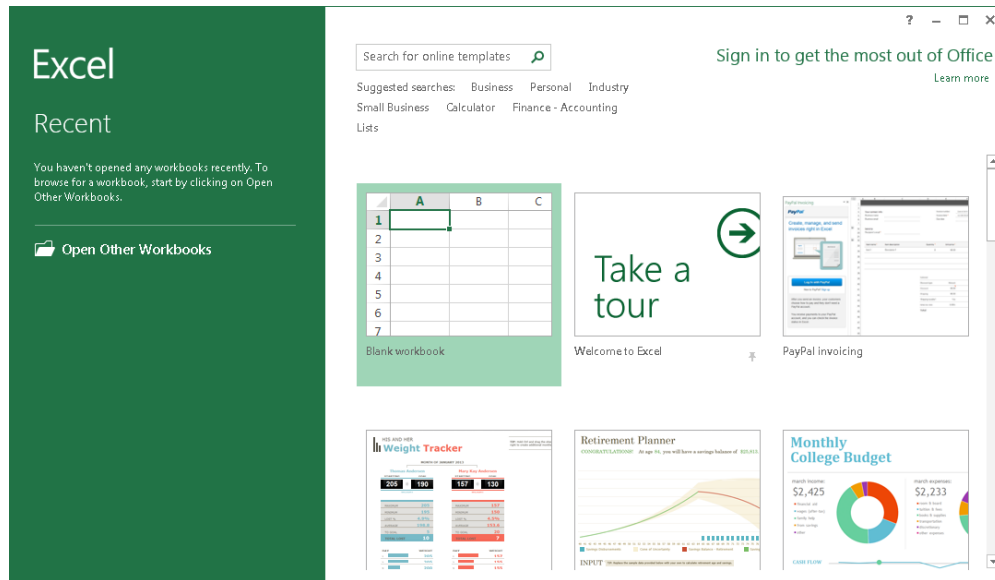
Step 6. Start the installation by double clicking the installation file. Follow the prompts to install.

Note: During installation you could be prompted to sign-in. For now skip this step as you will sign at a later step.

Step 7. Activate Office 365 ProPlus by signing in to Office 365 to turn-on the full features and to save documents to the cloud. Open one of the Office 365 ProPlus software (e.g., Excel, Word, PowerPoint).





































Step 8. Click “Sign in to get the most out of Office” link in the upper right corner.



Step 9. Enter your CCCS Student email address, and press “Next” button.

Sign in


Type the email address of the account you would like to use with Office.


                                 

Step 10. Click “Work account” link.

We Need a Little More Help

It looks like you use the same email address with more than one account. Please select the type of account which you would like to use to sign in.

 **Microsoft account**
Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.

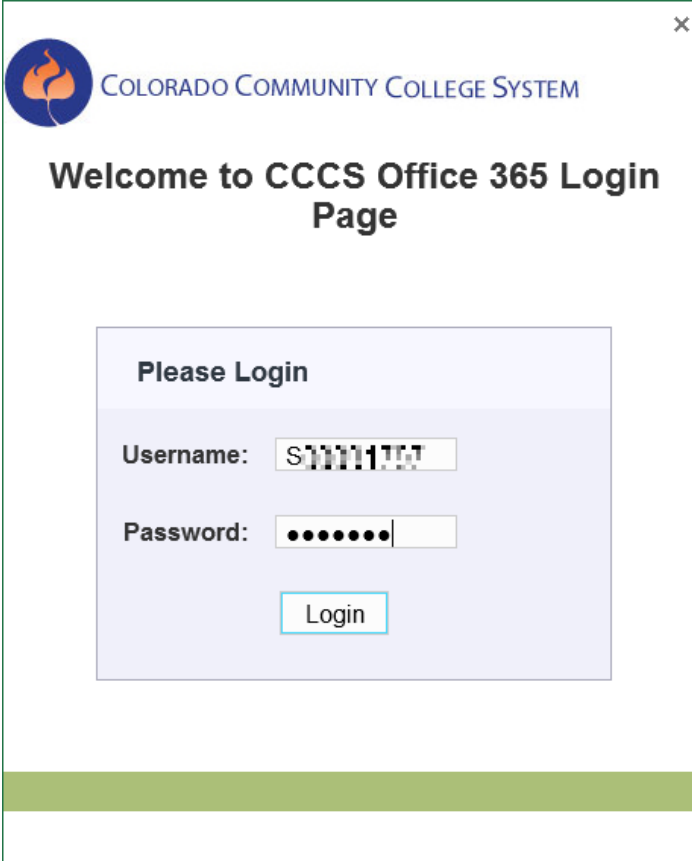
 **Work account**
Sign in with the account provided by your work, school, or university.


When you sign in, your documents and settings are online
[Learn more](#) | [Privacy statement](#)

Step 11. Click on “Work or school account” again on the next screen.



Step 12. Enter your S number and Portal password.



 COLORADO COMMUNITY COLLEGE SYSTEM

Welcome to CCCS Office 365 Login Page

Please Login

Username: S1111111111

Password: ●●●●●●

Login

You just activated Office 365 ProPlus!

