HEF Tech Connect Tips

Student use of Microsoft Office Software

All Hillsborough County Public School Students can use their login on clever to access Microsoft office applications. Sign in to use these products online, they do not have to be downloaded to use within the app.

If you prefer to download the Microsoft Office ProPlus applications on to your device, eligible students can download the applications to 5 devices (PC's, Macs, tablets, iPad's).

These applications include Word, Excel, PowerPoint, Outlook, Skype for Business, OneNote*, Access*, and Publisher*. Publisher and Access available on PC's only, OneNote is available for download for other platforms.

Download and Installation Instructions

Microsoft Student Advantage allows a student to download and install Microsoft Office 2016 on up to 5 computers at their home. Below are the instructions to complete this download and installation.

- Make sure you are connected to the internet.
- Navigate to http://portal.office.com
- Where it says to "Sign in with your organization account" enter student username and password. Example:
- Enter Username 9999999@hcps.net where 9999999 is your 7-digit student number.
- Enter your standard district password that is used for the student portal. Click the "Sign In" button.
- You are now logged in to Office 365, which provides access to download and install Microsoft Office software. Depending on your login you may see an option to:
- "Install the latest version of Office" with a link below if you would like to "Review System Requirements". When you are ready, click the "Install" button and the installation will automatically take place. Follow the on-screen instructions and you will have the Microsoft Office software installed.
- After the installation takes place, you should be able to start Word, Excel, PowerPoint and other Office applications from wherever you would normally start your applications.
- The first time that you launch one of the Office applications you will be asked to "sign in" again using the username and password you used previously.
- If you want to deactivate the software from a PC that is no longer working or in use, you can click the "Deactivate" button from the website where you completed the install. For Mac, iPad, iPhone and Android phones follow the instructions on that device to uninstall an application.