

## **MVUSD Technology Instructions**

### **Office 365 Log In (Returning student/s):**

Go to [portal.office.com](https://portal.office.com) and sign-in with student email and password.

### **Office 365 Log in (New student/s to the district):**

Go to: [portal.office.com](https://portal.office.com)

Student's user name is their [9digit-id-number@mvusd.org](mailto:9digit-id-number@mvusd.org)

Password is: MvusdMMDD! (MMDD= 2-Digit Month and 2-Digit day of birthday)

### **Canvas Log-In (new Learning Management System LMS):**

Click <https://murrieta.instructure.com/> and log in using your Office365 credentials.

### **Student Wi-Fi Log-In Instructions (When on campus only):**

Username: student 9-digit number

Password: Office 365 password

**See next page for step by step sample**

### **Example of a walk-through when talking a student through set-up:**

Please follow the steps below.

- 1) Go to portal.office.com
- 2) Login using your student email: [956XXXXXX@mvusd.org](mailto:956XXXXXX@mvusd.org) and password: MvusdMMDD! (If emailing instructions, please make this student specific)
- 3) If you wish to change your password, click the gear in the top right corner and select change password, otherwise...
- 4) Click on Outlook and leave that email open
- 5) Open a new tab
- 6) Go to <https://aeriesnet.murrieta.k12.ca.us/parent/LoginParent.aspx?page=Default.aspx>  
(Or click on the A+ on the Mesa home page)
- 7) Select Forgot Password
- 8) Enter your student email (as shown above in Step 2)
- 9) Go back to your Outlook email and click on the link sent to you from Aeries
- 10) Click next
- 11) Enter a new password (we recommend using the same password as your student email)
- 12) You are all set up!

**For Canvas access:** You can go back to the Office 365 homepage, where you selected Outlook, click “All Apps” and scroll down to select “Canvas”. This should automatically log you into Canvas and take you directly to your dashboard.

You may also access Canvas by clicking on the Canvas link on the Mesa home page. If you are logged into 365, you will automatically log into Canvas. If you are somehow logged out, your login info is the same as your 365 account (full student email and password).