If the student is already logged in to SharePoint or Microsoft Office under their own ID, please log out before proceeding. Please the addendum.

Please follow the instructions below and use the log in name and password provided in this document. The student will not be able to reach the media until then.

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To begin, follow link provided by the instructor, the default browser will open to the following log in window. If it does not, copy and paste the long link in to your preferred browser. The user should be directed to the Microsoft login pictured below.



Use the Login: Chpr-test@fsu.edu



Click next. You will be re-directed to FSU’s SharePoint Service.



Copy and paste the following password:

ef7}7@e/!9M2?C!9



This will direct the student to the Link the instructor provided. Below is an example of French Audio lessons.



In the case of a movie, the movie’s player interface will appear. Just click the Play Button if it does not start in about 30 seconds.



Important, please remember to **Sign Out** when done.

Addendum

How to log out of Microsoft Word.

The easiest way to resolve an issue with the account login is to open Word. If you are logged in with a different account, you will see the **Account Name** at the *Top Right* corner of the **Word** command **Ribbon**.



Go to **File** at the *Top Left* corner.



Then **Account**



This will open the **Account Dialogue** box. Click the **Sign Out** gadget.



At this point you may continue and **Sign In** with **Word**, or click on the link again and follow the instructions at the beginning of this document and *Sign In* with **SharePoint**.



Continue to **Sign In** with **Word**



Enter the given *Account Name*: chpr-test@fsu.edu



Click **Next**. Then copy and paste the **Password** from these directions.



Important, please remember to **Sign Out** when done.