How to Access My Backpack from Home

Option 1: Go to http://mybackpack.apsk12.org

Option 2: Go to Google and type in mybackpack.aps and press ENTER

	Go	ogle	
mybackpack	.aps		Ŷ
	Google Search	I'm Feeling Lucky	

THEN, select the first choice:

Google	mybackpack.aps	୍ ୟ ବ୍	
	All Maps Images News More	Settings Tools	
\rightarrow	About 132,000 results (0.53 seconds) My Backpack - APS mybackpack.apsk 12.org/ Sign in to MyBackPack. Hide password. Sign In. Or sign in using: logo-lplogo-lp Cla	assLink. Help ·	

FOR BEST PRACTICES:

Be sure your student has linked all of their accounts to use My Backpack to its full capacity. For step-by-step instructions, follow these steps outlined next.

SIGN IN TO My BACKPACK

Username: student's username Password: student's password



Step 5: Click on My Files at the Bottom of the screen



Step 6: Select Manage Services

🖳 myBackpack	<u></u> *_
My Files	ClassLink Drive
🗸 📥 ClassLink Drive	Image:
 My Documents Shared 	My Documents Shared
> 🝐 Google Drive	
CneDrive	
> ① Office365	
+ Manage Services	

Step 7: Connect Google

myBackpack					<u> </u>
My Files	Manage Serv	ices			
ClassLink Drive	▲ 🕀	* +	æ [⊕]	+	
Manage Services	Google Drive (Not Connected)	Dropbox (Not Connected)	OneDrive (Not Connected)	Office365 (Not Connected)	
	Connect	Connect	Connect	Connect	

Step 8: Choose Your apsk12.org account

***** STudents MAY have to type in their <u>username@apsk12.org</u> if there is not a selection choice. If you are a NEW student or K student, your password may be: password



Step 9: Select Allow

God	ble
Hi E	Elizabeth elizabeth.freeman@apsk12.org
classi	link.com wants to
4	View and manage the files in your Google (i) Drive
Allow	classlink.com to do this?
By click accord remove Accour	king Allow, you allow this app to use your information in lance to their terms of service and privacy policies. You can e this or any other app connected to your account in My nt
	CANCEL ALLOW

Step 10: The Google Drive Connect button should turn red.

Step 11: Click on Connect Office 365 EVERY STUDENT HAS EMAIL THRU OFFICE 365

myBackpack					🌥 🔔 ×
My Files	Manage Serv	ices			
> 🦲 ClassLink Drive		♦	*		
> 📥 Google Drive	Google Drive (Connected)	Dropbox (Not Connected)	OneDrive (Not Connected)	Office365 (Not Connected)	
Manage Services	Disconnect	Connect	Connect	Connect	

Step 12: Students need to type in this for their username: <u>apsusername@student.apsk12.org</u>. Then, they need to type in their aps password



Step 13: Students need to click on My Backpack in the top left corner and MY APPS will appear underneath. CLick on My APPS to return to My Apps Home Page (They can also press the back page arrow to go back)

🤐 myBackpack					<u> </u>
My Files	Manage Servi	ices			
> 🦲 ClassLink Drive	 ▲ 	♦	*		
> 🔥 Google Drive	Google Drive (Connected)	Dropbox (Not Connected)	OneDrive (Not Connected)	Office365 (Connected)	
> 🚺 Office365	Disconnect	Connect	Connect	Disconnect	
Manage Services					

Step 14: On My APPS page, select your profile picture in the top right corner and select My Profile

🤐 myBackpack	+ 🗰				Search		3 1 1	~
Atlanta Fulton Public Lib	Atlanta Public Schools	BrainPOP Jr.	Code Studio	Discovery Education	eaps		Freeman, Elizabeth Elizabeth.Freeman@atla Global - Atlanta Public Schools	
		Gmail	GOFAR	Google		Google	My Profile Sign Ou Google Drive	at
	Gailleo				Google	Classroom	Winner	
Infinite Campus		S >	e	g Marapou	(Jinterpool	nmbus		
Infinite Campus (Teachers)	Khan Academy	myAPS Employee	myPLC	Nearpod	Nearpod TE	Nimbus	Office 365 (AD)	
APS C & I Portal	¥\$		Quizler	A REAL PARTY OF THE PARTY OF TH	Cabo TKES	You Tube		

Step 15:Scroll down to SIgn-In Options

My Profile		*
General Themes & Colors Password Locker Sign-in options	General General Settings	
Approved Apps	Did you know ClassLink has dozens of custom avatars? You can even upload your own! Profile Image	
	Change Image Reset Image	
	Elizabeth Last Name	

Step 16: Connect Google

My Profile		*
General Themes & Colors Password Locker Sign-in options Approved Apps	Sign-in options	Update
	QuickCard Connected	eset Disconnect
	G Google Account Not Connected	Connect

Step 17: Choose APS Google account



Step 18: An orange box should appear that says Success!

For PK, K, and 1st Only Connect the Quick Card Option (Print- OPTIONAL) This video shows how a teacher can print Quick Class Cards for the entire class How to Print Quick Cards for a Class

My Profile		(*)
General Themes & Colors	Sign-in options	
Password Locker Sign-in options My Analytics	LDAP/Active Directory Connected	Update
	QuickCard Connect quick card and select PRINT	Print Reset Disconnect
	Geogle Account Connected elizabeth.freeman@apsk12.org	Disconnect

SETTING UP YOUR APS STUDENT EMAIL:

- 1. Go to the My Baclpack Apps Page
- 2. Select the app, Office 365(student)



3. If you receive this message, select the box beside Don't Ask Again and Choose Continue to Website

	fice 365 (Student)	
	s application requires the ClassLink Browser E It is either not installed, or not enabled.	Extension for Single Sign-
	E	Check the boxDon't Ask Me Again and choose
Don't ask me	Mozilla Firefox detected	Continue to Website
Continue to we	bsite Check again Install Extension	

4. Close out this screen by selecting the X in the top right corner



5. Select OUTLOOK and double click to Open

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G	ood afternoo	n, Ellison			٩	Search online doc	Set your time zone To set your profile photo Mail and set the time zone for you	e o and receive reminders, go t u <mark>ur calendar.</mark>
Ap	ops						Install Office a	ipps \vee
C.	o∑ Outlook 🦳	OneDrive	Word	X Excel	P PowerPoint	N OneNote	SharePoi	int
1	T 🔁 Teams S	Sway	F Forms					
Exp	plore all your apps $ ightarrow$							
Do	ocuments					The Transition of the Transitio of the Transition of the Transition of the Trans	and Open	ew ~
Rec	cent Pinned Shared	with me Discove	r					

6. Change your language to English. Set the Time Zone to Eastern Time (US & Canada). Be sure to SAVE

0	Choose your preferred display language and home time zone below. English (United States)
	(UTC-05:00) Eastern Time (US & Canada) ♥ → Save

7.Select Got It and Access your email



EMAIL ADDRESS: apsusername@student.apsk12.org