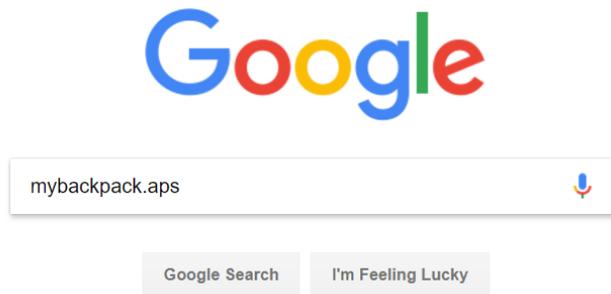


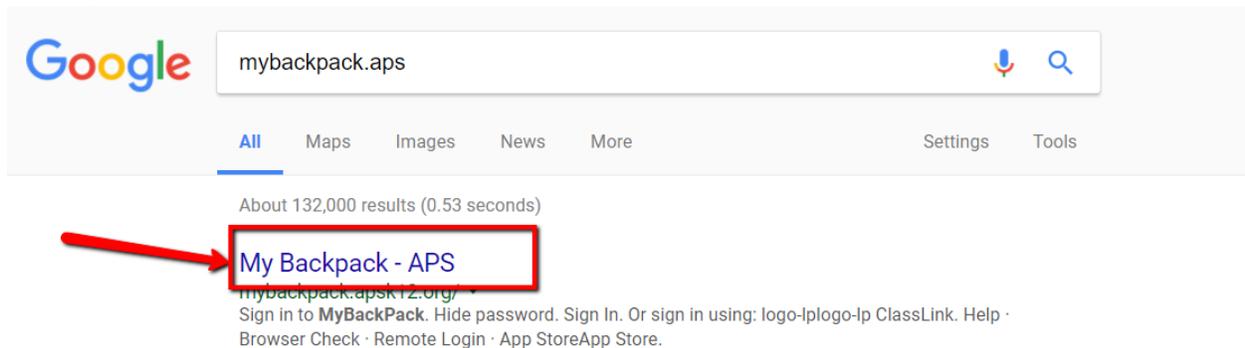
## How to Access My Backpack from Home

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

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



THEN, select the first choice:



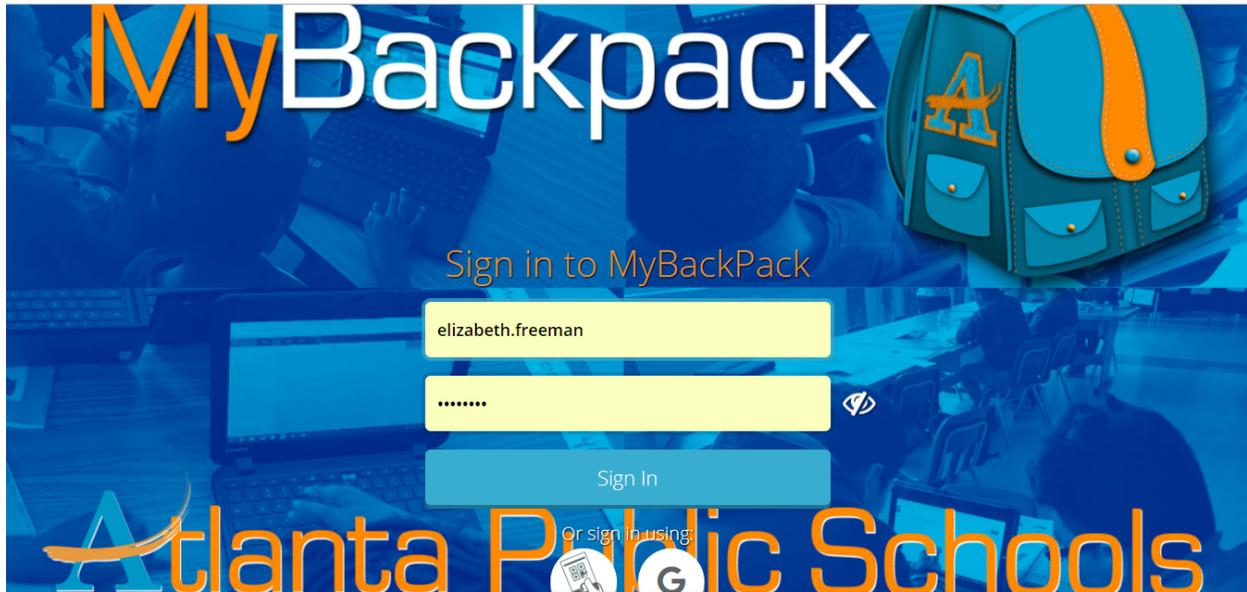
**FOR BEST PRACTICES:**

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.

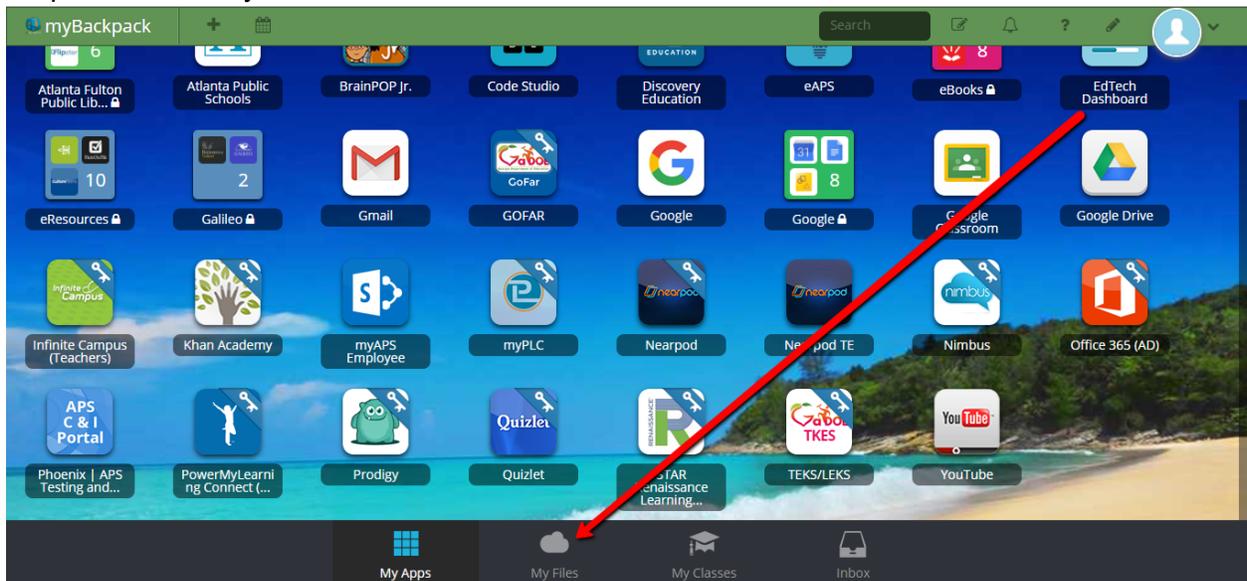
## SIGN IN TO My BACKPACK

**Username:** student's username

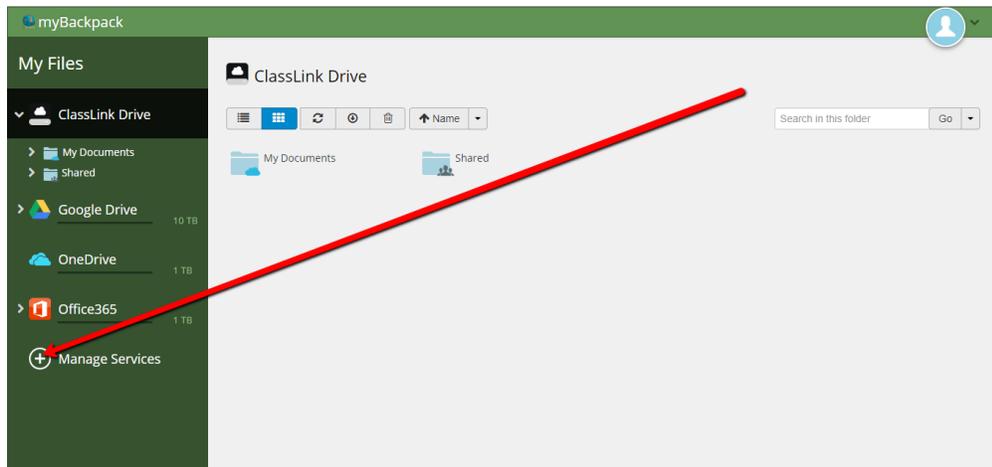
**Password:** student's password



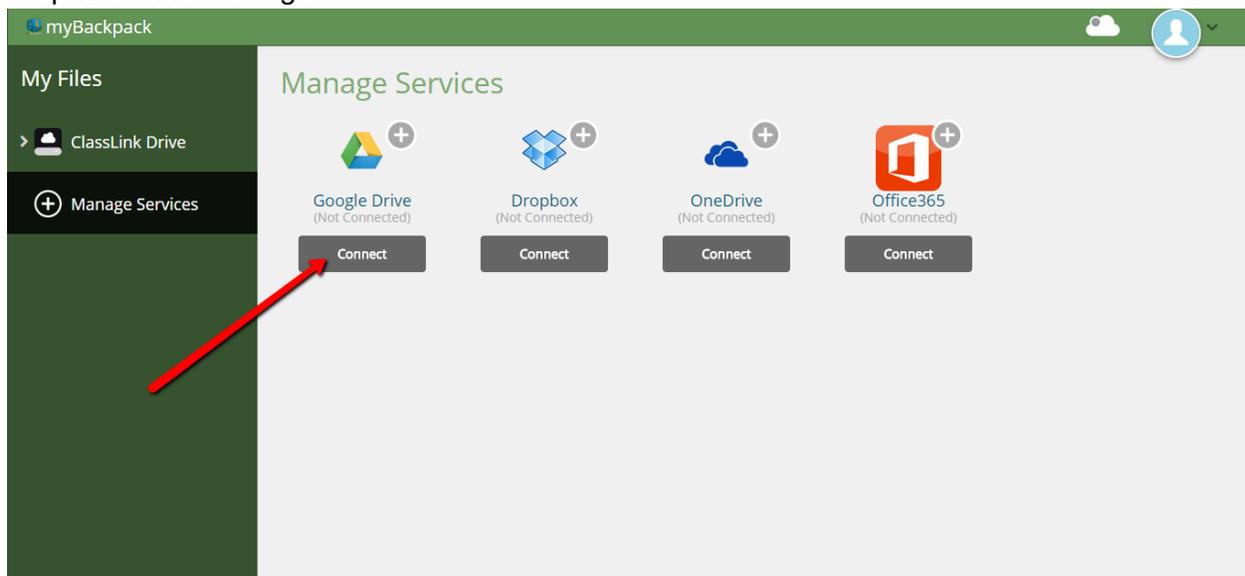
Step 5: Click on My Files at the Bottom of the screen



Step 6: Select Manage Services

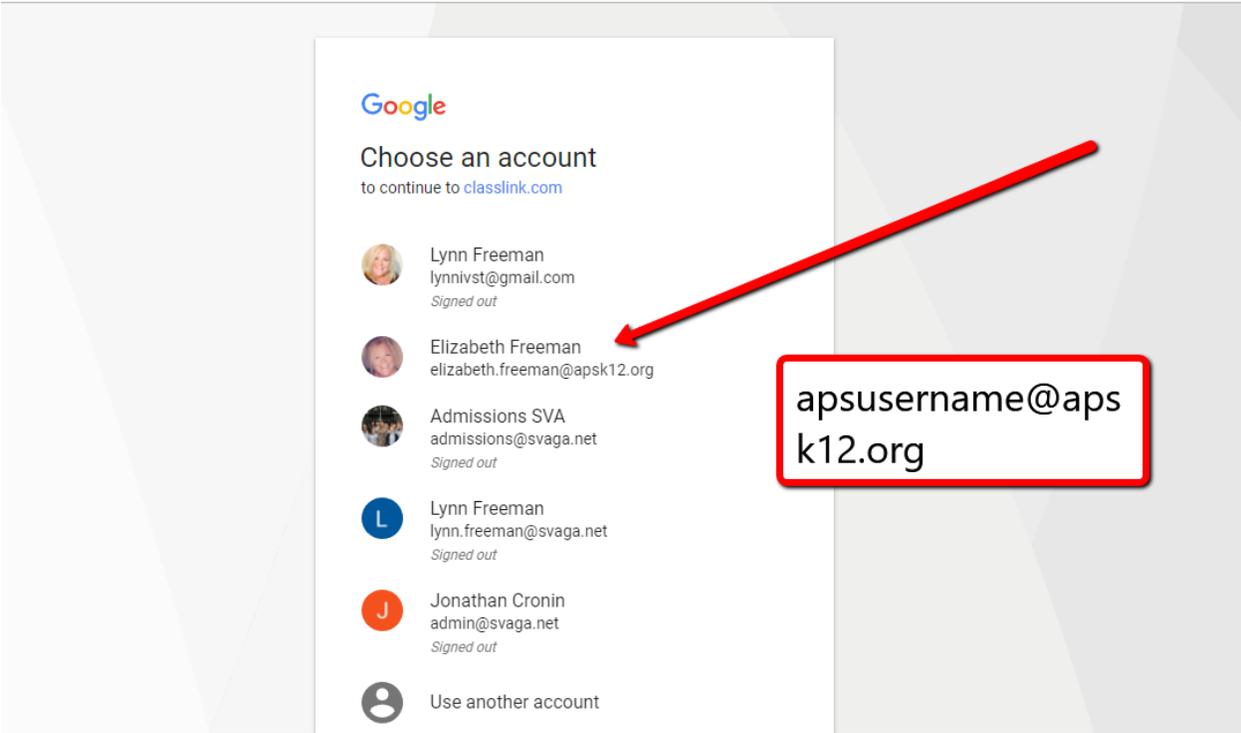


### Step 7: Connect Google

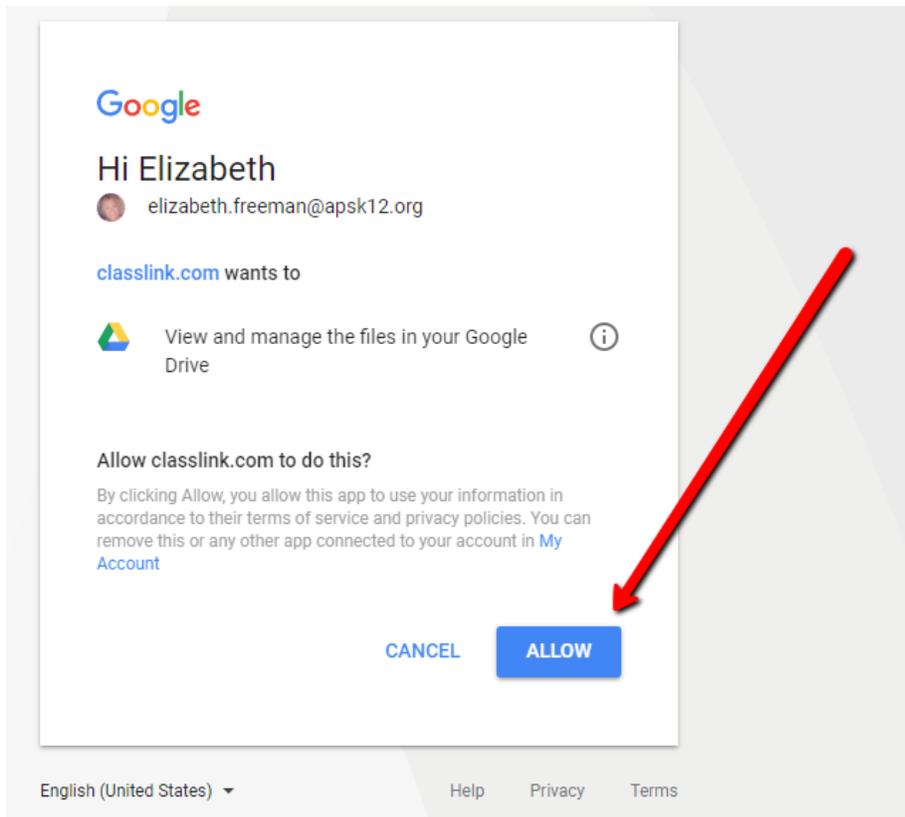


### Step 8: Choose Your apsk12.org account

\*\*\*\*\* STudents MAY have to type in their [username@apsk12.org](mailto:username@apsk12.org) if there is not a selection choice. **If you are a NEW student or K student, your password may be: password**

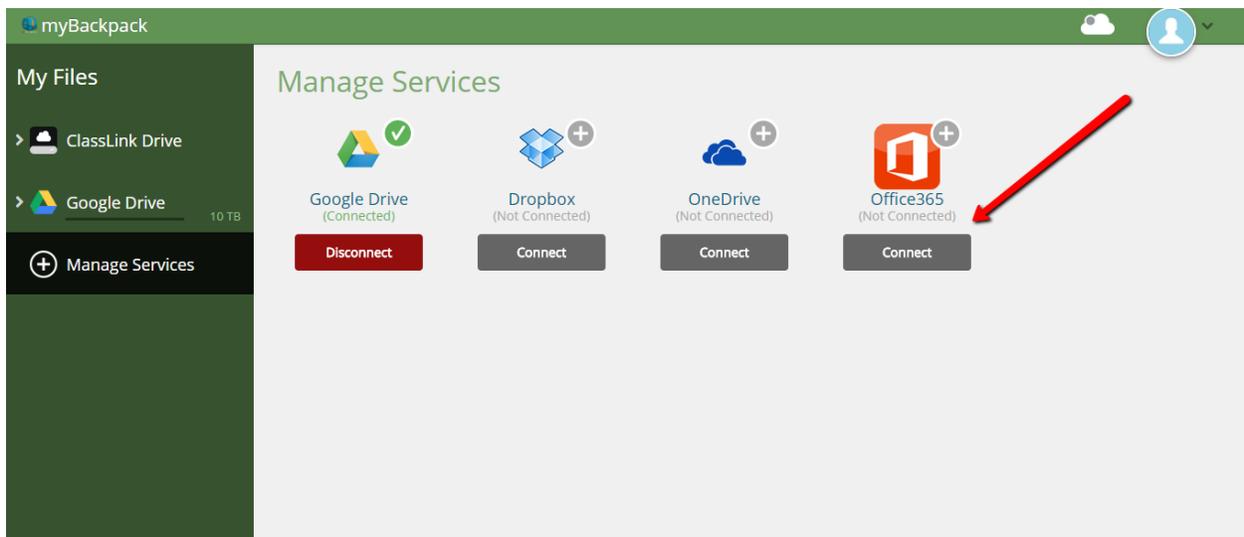


Step 9: Select Allow

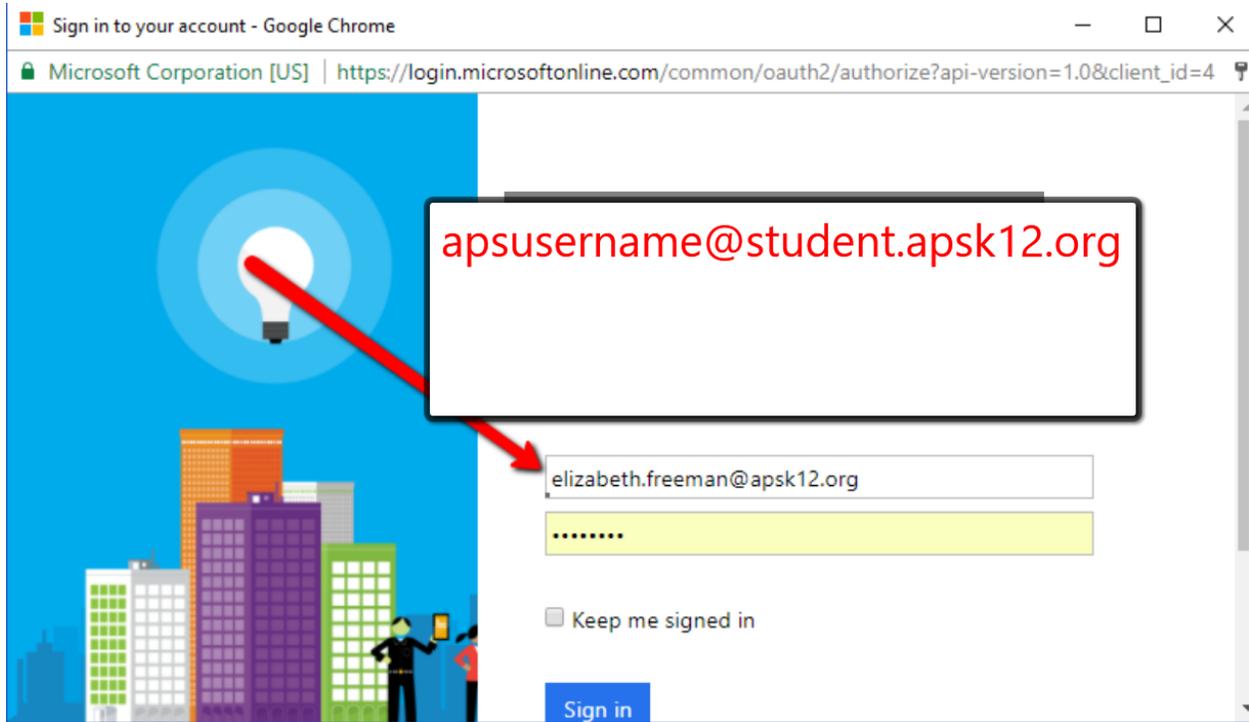


Step 10: The Google Drive Connect button should turn red.

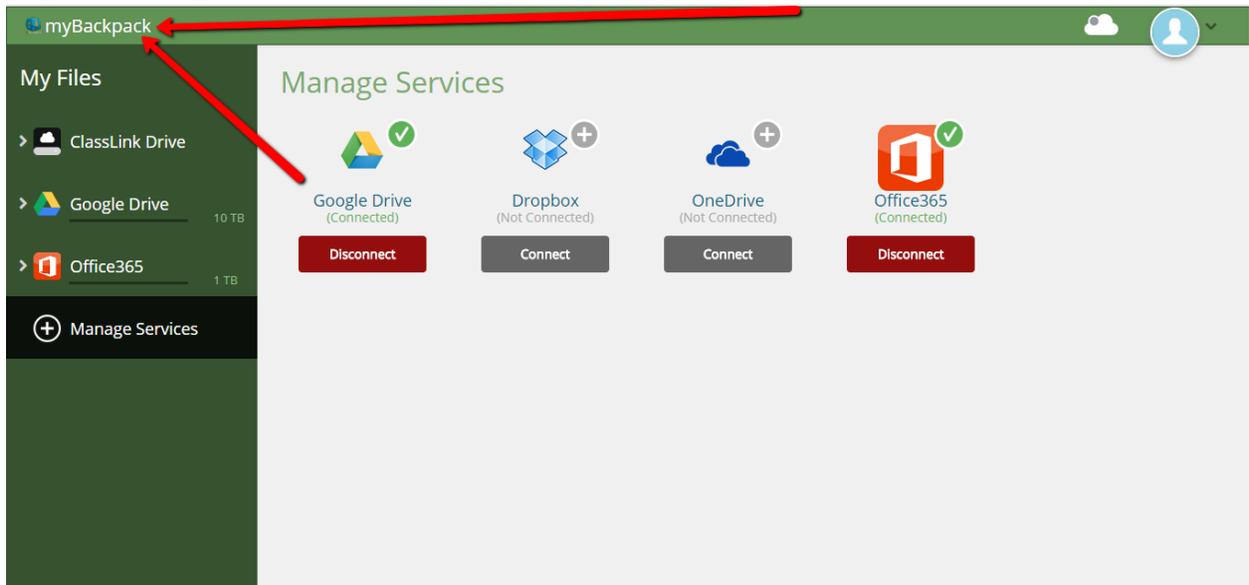
Step 11: Click on Connect Office 365 **EVERY STUDENT HAS EMAIL THRU OFFICE 365**



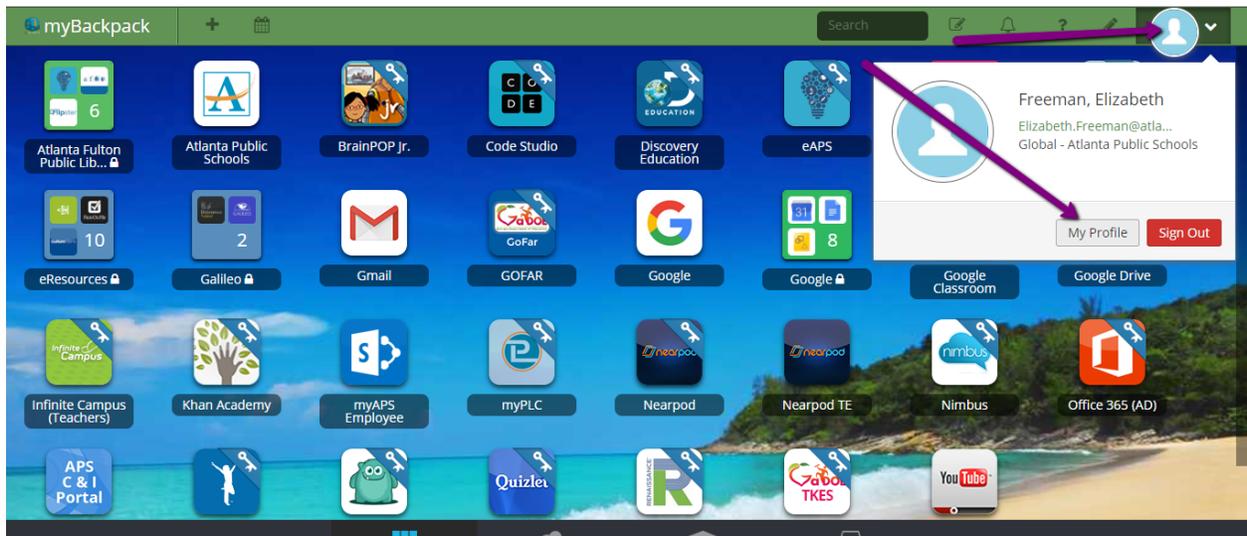
Step 12: Students need to type in this for their username: [apsusername@student.apsk12.org](mailto:apsusername@student.apsk12.org). Then, they need to type in their aps password



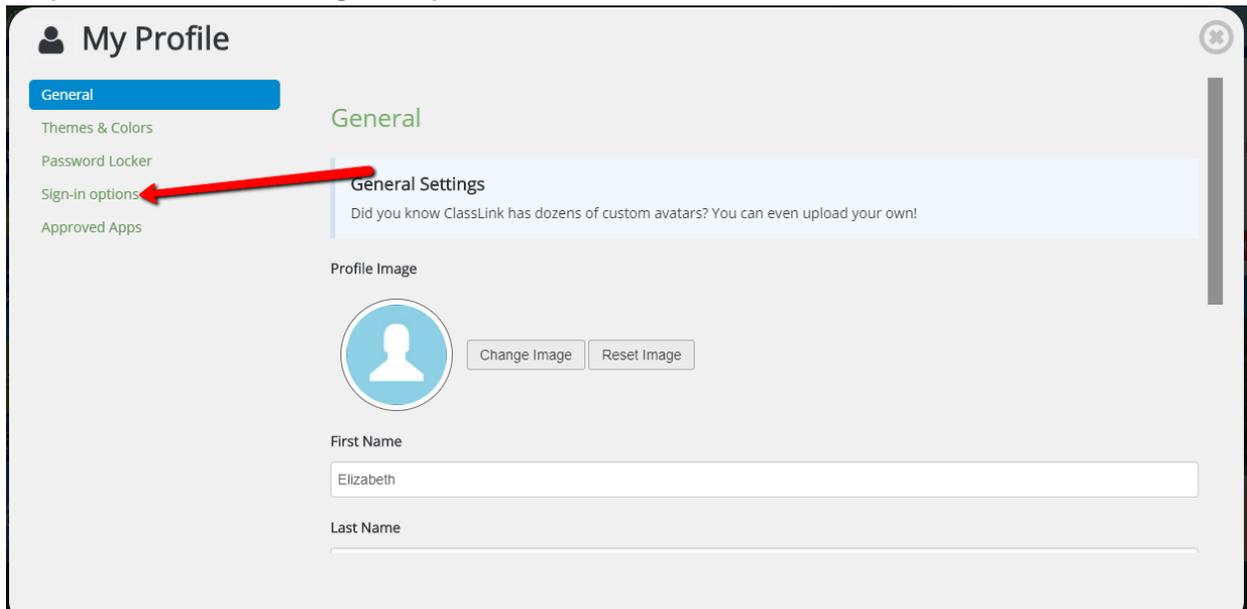
Step 13: Students need to click on My Backpack in the top left corner and MY APPS will appear underneath. Click on My APPS to return to My Apps Home Page (They can also press the back page arrow to go back)



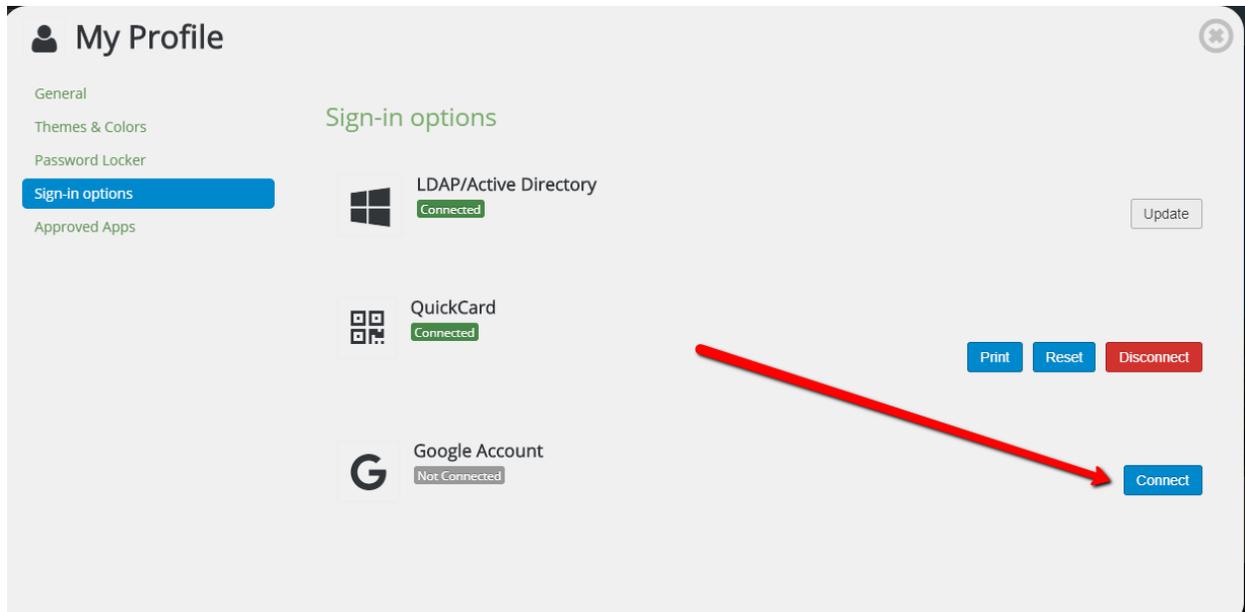
Step 14: On My APPS page, select your profile picture in the top right corner and select My Profile



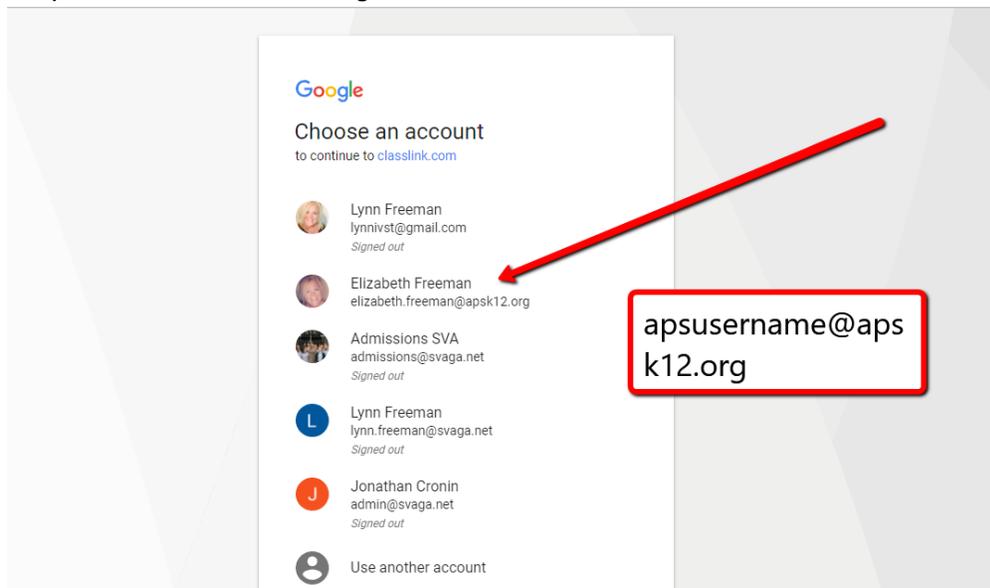
Step 15: Scroll down to Sign-In Options



Step 16: Connect Google



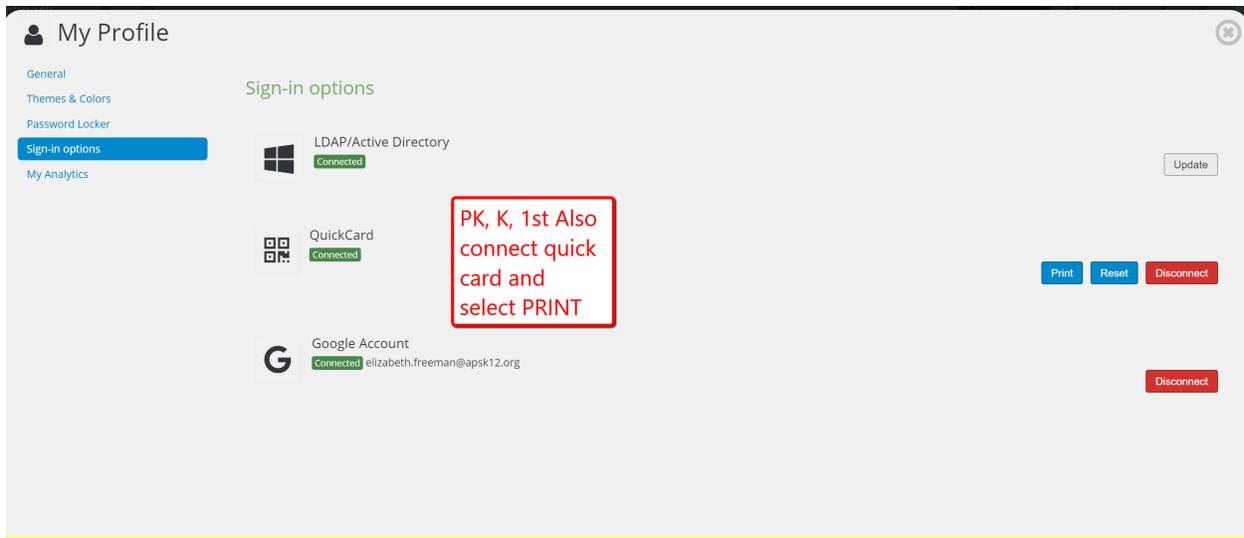
Step 17: Choose APS Google account



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

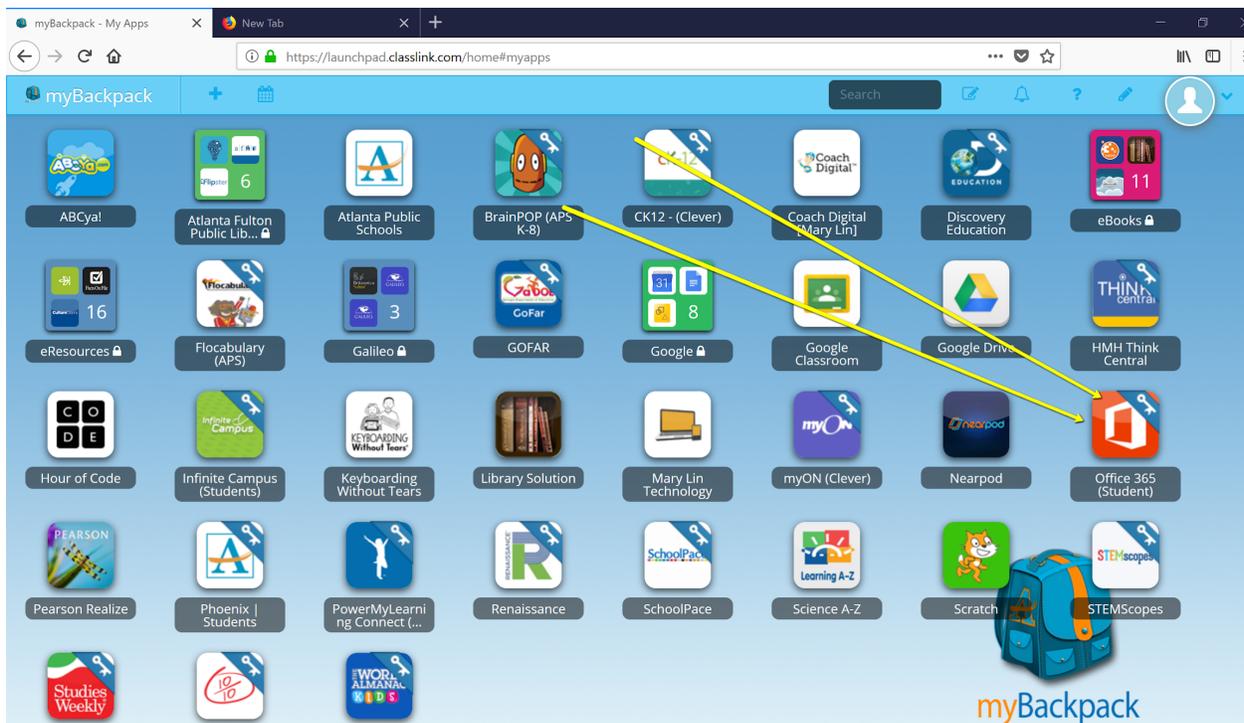
**For PK, K, and 1st Only Connect the Quick Card Option (Print- OPTIONAL)**

This [video](#) shows how a teacher can print Quick Class Cards for the entire class  
[How to Print Quick Cards for a Class](#)

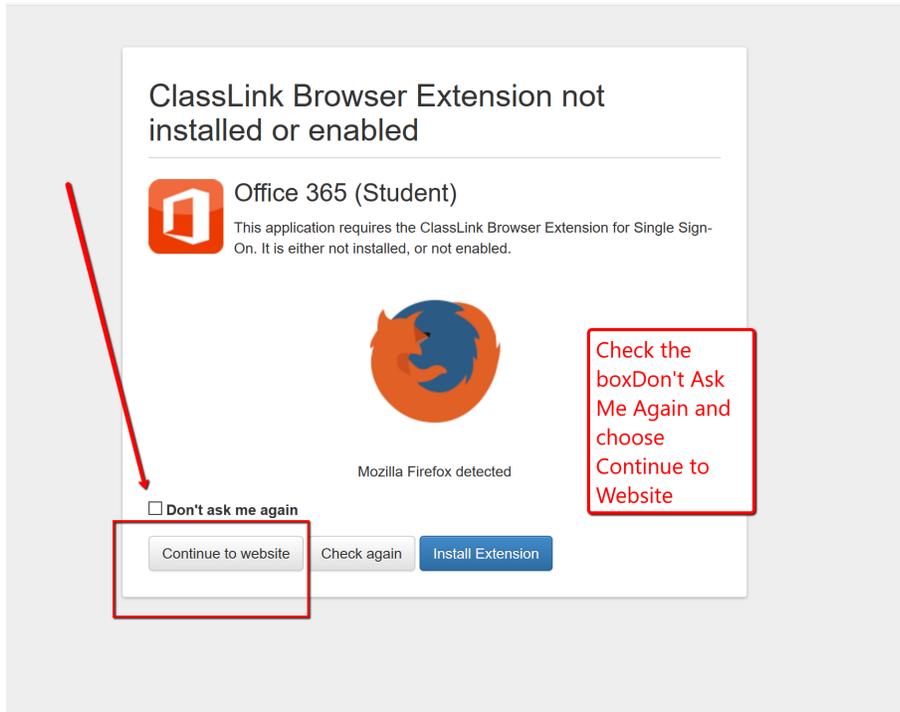


# SETTING UP YOUR APS STUDENT EMAIL:

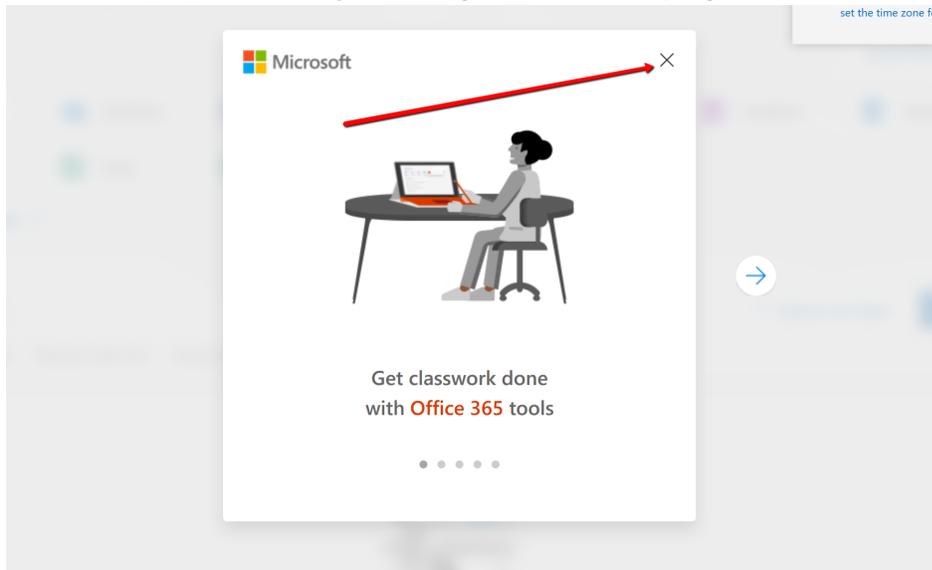
1. Go to the My Backpack Apps Page
2. Select the app, Office 365(student)



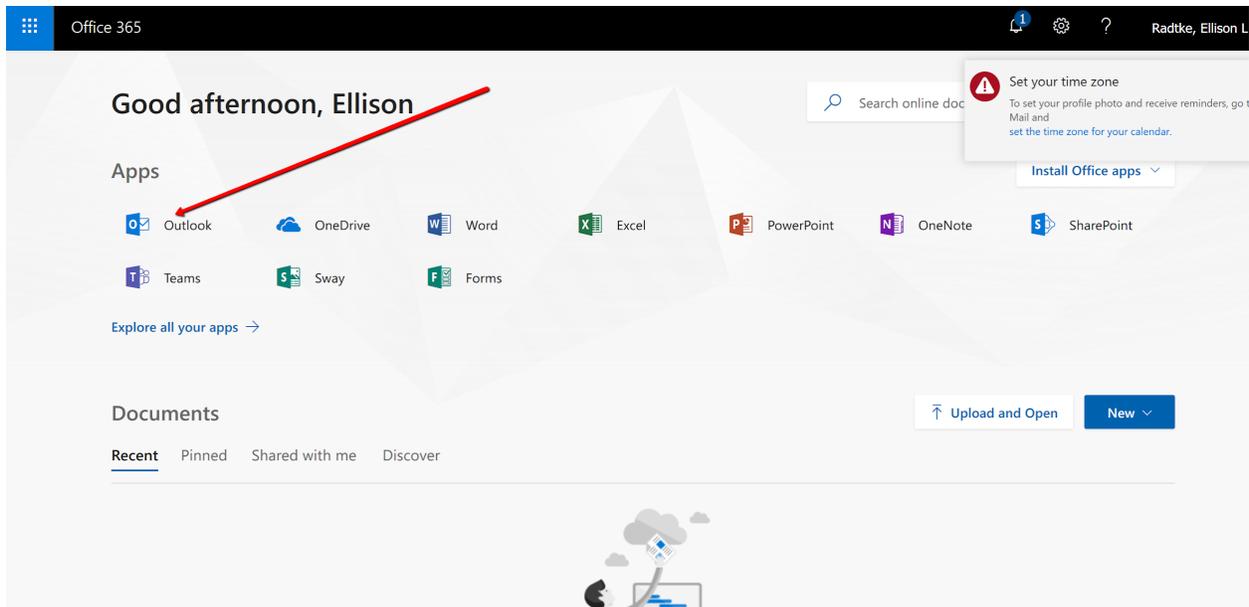
3. If you receive this message, select the box beside Don't Ask Again and Choose Continue to Website



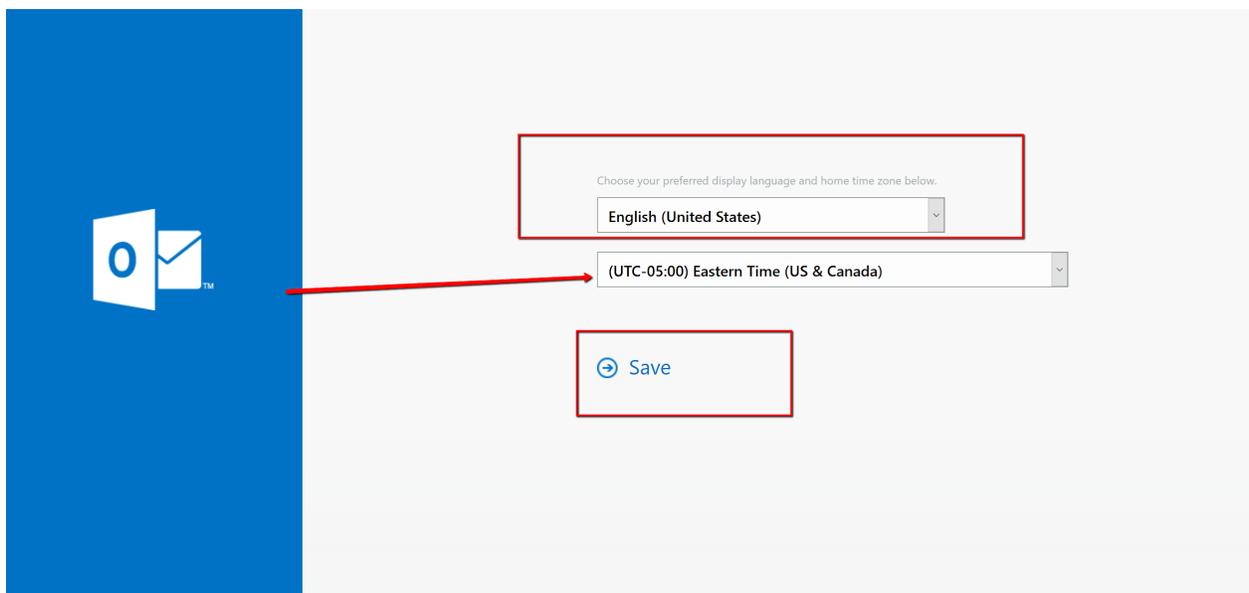
4. Close out this screen by selecting the X in the top right corner



5. Select OUTLOOK and double click to Open



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



7. Select Got It and Access your email

Office 365 | Outlook

Search Mail and People | New | Mark all as read

Folders

- Inbox 3
- Sent Items
- Drafts
- More

Groups New

Groups give teams a shared space for email, documents, and scheduling events.

Discover  
Create

Focused Other Filter

Meet Focused Inbox  
Find email you're likely to read under Focused, and the rest under Other.  
Got it Learn more

Next: No events for the next two days. Agenda

aps@tlcdelivers.com  
**Courtesy Notice** Mon 4/9  
Dear Ellison Layne Radtke: The following item(s) are due ...  
Three weeks ago

aps@tlcdelivers.com  
**Courtesy Notice** 3/26/2018  
Dear Ellison Layne Radtke: The following item(s) are due ...  
Last month

aps@tlcdelivers.com  
**Courtesy Notice** 3/12/2018  
Dear Ellison Layne Radtke: The following item(s) are due ...

Select an item to read  
Click here to always select the first item in the

EMAIL ADDRESS:

apsusername@student.apsk12.org