

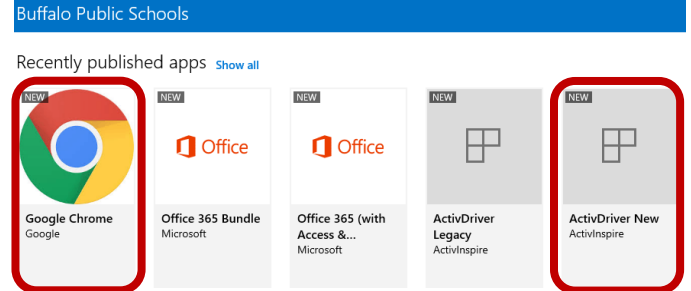
Logging-in & Setting Up a Teacher Device

***Before you start:** If you have 2 Factor Authentication set up, be sure you have your preferred method ready to authenticate prior to starting this process.

- 1) **Note:** Your device may still have Evaluation notice in the bottom right. After your device finalized set-up and is restarted, that should go away.



- 4) Download and install the the **ActivDriver New** and **Google Chrome** (if you use Chrome)

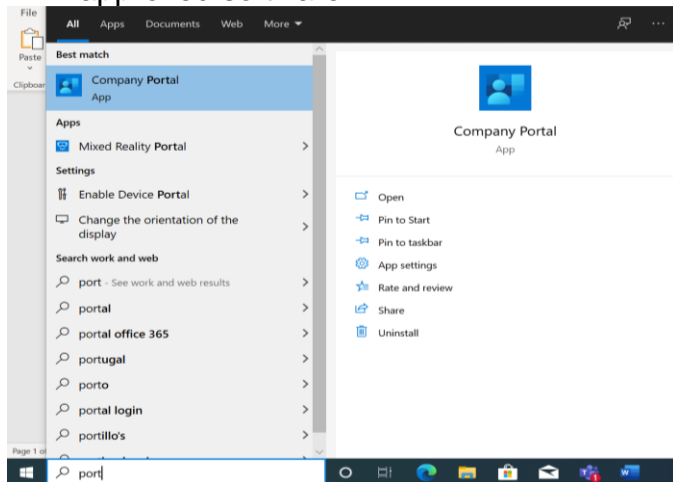


Setting Up Your Device

- 2) Go to the Start Icon:

- Choose Company Portal, Select Staff

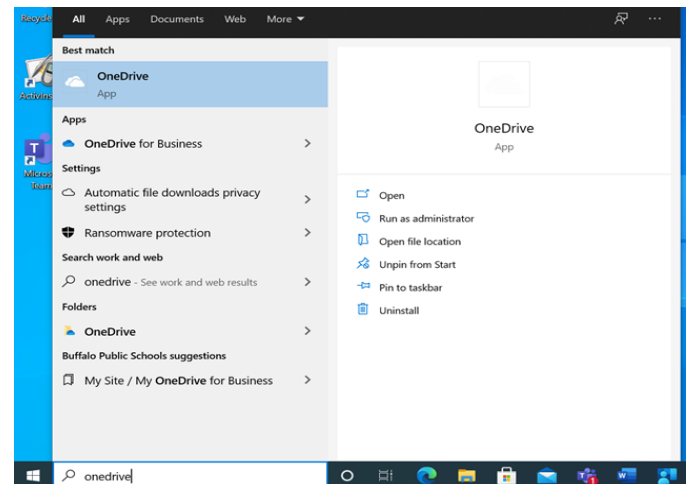
Note: The Company Portal is how the district will push updates and district approved software



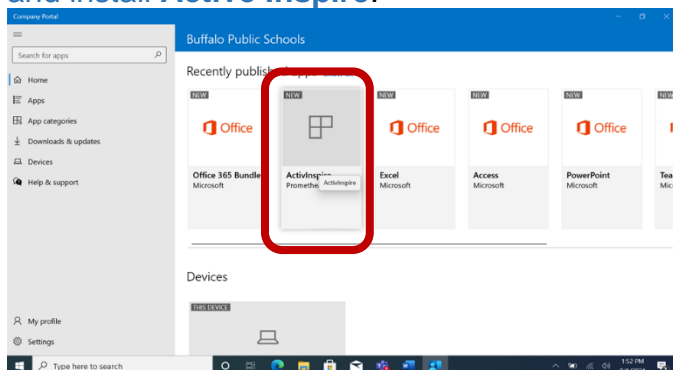
After those items install, Close Company Portal

- 5) Once Active Inspire is installed, you can now **connect your OneDrive**.

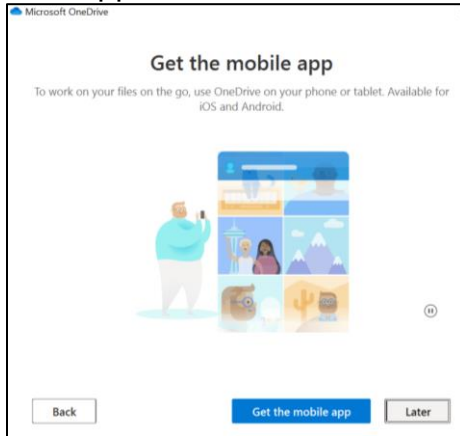
- Go to the Start Icon and type OneDrive
- Log-in using your BPS email address
- Click next through the next few screens



- 3) While in the **Company Portal**, download and install **Active Inspire**.



- 5) To set-up your **OneDrive on other devices**, it is suggested that you utilize that device's app store to search for and install the OneDrive app.



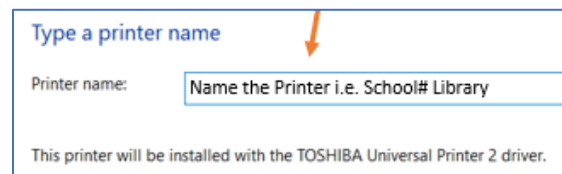
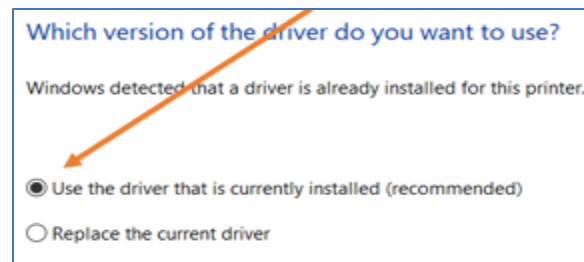
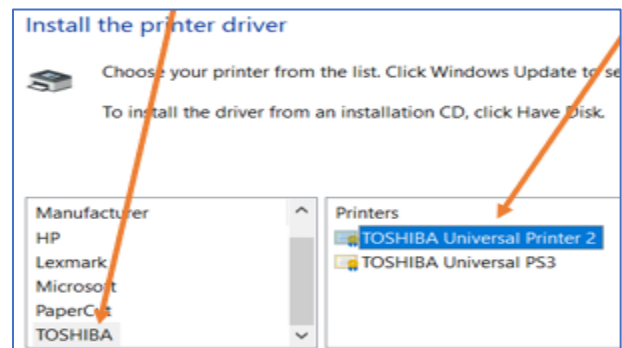
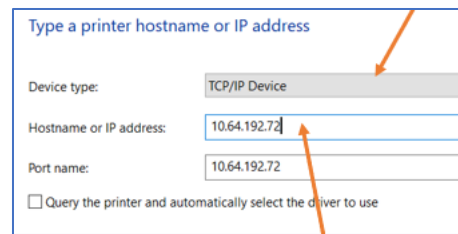
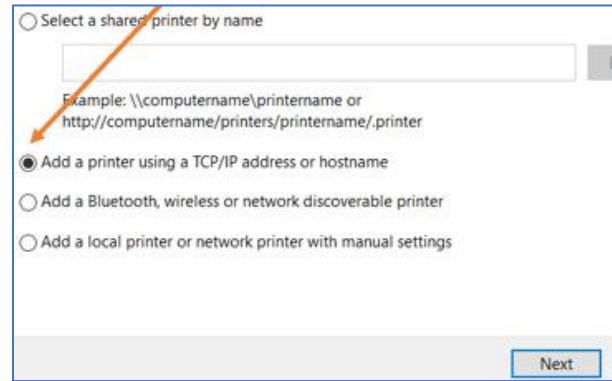
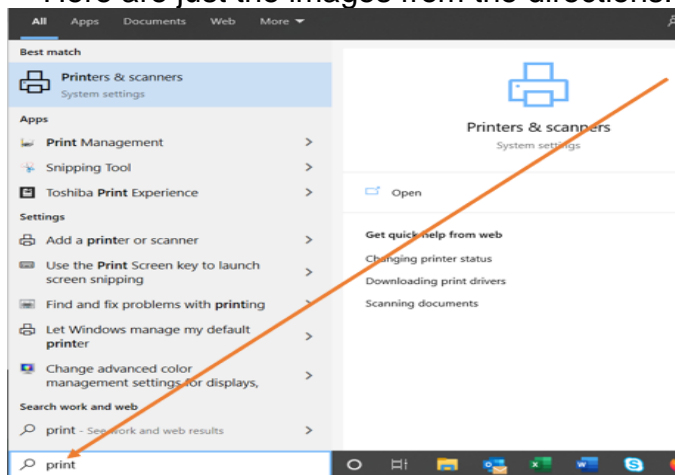
Installing Printers

- 6) To install a printer, first download and install the [Toshiba Driver from HERE](#).

- To install you will need to open the ZIP file and double-click on the essetup



- You will then need to follow the printer directions sent out at the beginning of the school year. [Click Here for the directions](#).
- Here are just the images from the directions.



Interactive directions with live links.

