

Student setup guide for

- Free Outlook email
- Free Microsoft Account
- Jasperactive MOS online

CCI Learning Academy December 2020

Getting Started with Jasperactive MOS online

#### CCI Learning Academy

### Create your Microsoft Office FREE account

#### This is for quick access to Jasperactive MOS online.

We know you may have an Office 365 student account, however, we want to get the software to you faster than waiting for IT Department, so this is why you are creating a new email account, and a new Microsoft office account.



Create a	ccount			
someone@e	ample.com			
Use a phone n	umber instead			_
Get a new ema	il address			
			Next	



Add a unique name and click next Don't forget to write it down!



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Enter in a password and click Next: Don't forget to write it down
← KatherynTDSB@outlook.com Create a password
Create password           Show password           I would like information, tips, and offers about Microsoft products and services.
Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement.



Solve the puzzle and click Next

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Please solve not a robot.	the puzzle so we know	ow you're
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#### Click the arrows to rotate the picture When it is the correct way up, click Done



#### Now Sign In



#### If you get it wrong, try again





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### Create your Microsoft Office FREE account

This is for a **FREE** version. Bypass these screens to gain access to the free account.

# NOTE

If you were automatically logged into the new account, they will show you some screens for purchasing/upgrading the office suite – IGNORE this. Click through or click the x. Both examples are shown below.



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### Log into Office.com

With either your new free account or your 365 School account



Now you're logged in Click on the app icon, E.g. Word





Now open a new blank document. If in Excel, a new spreadsheet, if in PowerPoint, a new presentation



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### Adding Jasperactive MOS online to the Ribbon

This is how you access your course



#### Now click Insert

We will first add Jasperactive to the Ribbon

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Now click "Add-ins". This will bring you to the Microsoft Store

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### Adding Jasperactive MOS online to the Ribbon

This is how you access your course



#### Now click the Office Store button This will open all options. We need to search for Jasperactive





Now Type in the search field, Jasperactive, Click the search icon. When the Jasperactive appears, click Add

terrs v Symbol Emojis	Office Add-ins	<
	Add-ins may access personal and document information. By using an add-in, you agree to its Permissions, License Terms and Privacy Policy.	
	jasperactive P	
	Category All Web-based learning for Microsoft Word, Microsoft Excel and for Microsoft Word,	
	Communication	
	Document Review	
	Editor's Picks	
	Education	
	File Converters & Viewers	
	Productivity	
	Reference	
	Sales & Marketing	
	Search	
	Training & Tutorial	
	Utilities	

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### Adding Jasperactive MOS online to the Ribbon

This is how you access your course



You can now see the Jasperactive Icon on the Ribbon



Click on the icon to open Jasperactive and Click the Get Started button

~							🖻 Share	Copy Link	Comments
AaBbCc Normal	AaBbCc AaBbCc No Spacing Heading 1	AaBbCc AaB Heading 2 Head	BbCc ding 3 V Find 4 C Replace	Dictate	Jasperactive for Office				
F2	Styles		Fy Editing	Dictation Editor	CCI Learning				
			Your Jasperac	tive MOS for	Office Add-	in loaded succ	essfully! ×		
			For Microsoft/Office	365, click the Mor	e Options button	on the HOME tab and	d click		
			'Jasperactive for Offi	ce' to get started.					
							_		



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### Creating your Jasperactive account and logging in

You will need your Group Key code from your teacher



If you have a Jasperactive account, login using your Username and Password. If not click **Register Here**.



#### Select Learner/Student





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### Creating your Jasperactive account and logging in

You will need your Group Key code from your teacher



Select your age category, ie 13 and Over



#### Click Sign up with Email

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<b>Jasper</b> active <sup>®</sup>					
	< BACK	• •			
		Role and Permission Please enter the following information.			
		What is your age?			
		UNDER 13	13 AND OLDER		
		Already have an a	account? Log in here.		
<b>Jasper</b> active <sup>®</sup>	CC Learning Our Products FAQ Support			Ē ¥	🔘 🚯 English 🗸



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### Creating your Jasperactive account and logging in

You will need your **Group Key** code from your teacher



Fill in the Profile details, Additional Details, And select your Profile Avatar, then click **Next Step** 

Create account v						- 6
Please fill in all the inform Profile Details Introme Additional Details English British Calumbia Select Your Konfe Avatar	vith Email nation.	n huns Eanada 7	·			
Access to Study Group Code? (o Study Group Code	ptional)					
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Fill in the Security questions and create a password. Click **Next Step** 

#### Your password must contain 7 characters.

(You could use the same password for you email to make it easier to remember.)

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Jasperactive <sup>®</sup>			ĺ
	< BACK	0 0 0 • 0	
		Security and Password Please fill in all informatio Security Quertions To recovery your password in the future, please completes the Security Questions. Security Questions To recovery your password in the future, please completes the Security Questions. Security Question 1 Who sport feastine schere achieves? To recover the security of the security Question 2 What sport feastine color? The security Question 2 Security Question 3	
		What is your favorite sports team?	
		Create a Password The bassword must contain minimum of 7 characters.	

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### Creating your Jasperactive account and logging in

You will need your Group Key code from your teacher



# Next Agree to the User Agreement and click Next Step

JASPERACTIVE™ END-USER LICENSE AGREEMENT
Dease scroll through the complete agreement to proceed @
YOU ARE REQUIRED TO ACKNOWELDGE THAT YOU HAVE READ AND ACCEPTED THE TERMS AND CONDITIONS OF THIS END- USER LICENSE AGREEMENT ("EULA") BEFORE YOU MAY CONTINUE INSTALLING JASPERACTIVE" ON YOUR SYSTEM OR
<ul> <li>NetWork</li> &lt;</ul>
<ul> <li>4. BD NERGENER, Wei weiser het entstellte Als Zahler hand zu Alsen Zahler Zah</li></ul>
I agree to Jasperactive's End-User License Agreement.
NEXT STEP



#### Your profile is created! Click the red button, **Let's Get Started**



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### Creating your Jasperactive account and logging in

You will need your Group Key code from your teacher



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### Creating your Jasperactive account and logging in

You will need your Group Key code from your teacher

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You are ready to start your **Benchmark** Assessment

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										Jasperactive Mos online Hello Katheryn Jons. Welcome to Jasperactive & Happy Learning!
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