






Distance Learning Daily Directions

1. Gather your supplies and set yourself up in the best workspace available for your day. You will need your computer, schedule, and any school supplies available.
2. Log onto your device at 7:45 am to prepare for your day. HCPS log in instructions: If not working on an HCPS device you may be prompted to log in to each platform.
 - **Login:** Use your full first and last name combined followed by @student.hcps.org. As an example, the log in for George Washington would be georgewashington@student.hcps.org.
 - **Password:** (should be the one from last school year)
 - If you do not remember your password, you can reset it through this link:
https://www.hcps.org/staff/docs/Resetting_your_password_from_home.pdf
 - You will need to remember your security questions
 - If you are unable to reset your password call the office at 410-612-1518
3. Open Chrome  (or a similar web browser) and type start.hcps.org in the address bar, then hit the “enter” key.
4. Click the “Virtual Attendance” tile  and log in. Make sure you mark your attendance for the day every morning. If you have any problems, contact user.support@hcps.org via e-mail.
5. Open Chrome  and go back to the start.hcps.org page.
6. Click on the “Its Learning” tile  by 8:05 am.
7. Look at your personal student schedule. Every student has 7 periods. In Its Learning  open your Period 1 class tile and click on the “Join Microsoft Teams Meeting” link provided in the overview page.
8. Once in the Teams meeting, you will be greeted by your teacher and can follow their instructions for class.
9. Using your personal class schedule, the time schedule included in your materials, and ItsLearning, become familiar with which classes will meet when and use the links provided to join each class. Its Learning will become your main access point for your classes and will always grant you access to each class.

Remember that we are here for you and will help to support you every step of the way! User Support can be reached via email at user.support@hcps.org for any technology questions. Teachers can be contacted through Its Learning, or via email through your student email or Home Access Center email links.

