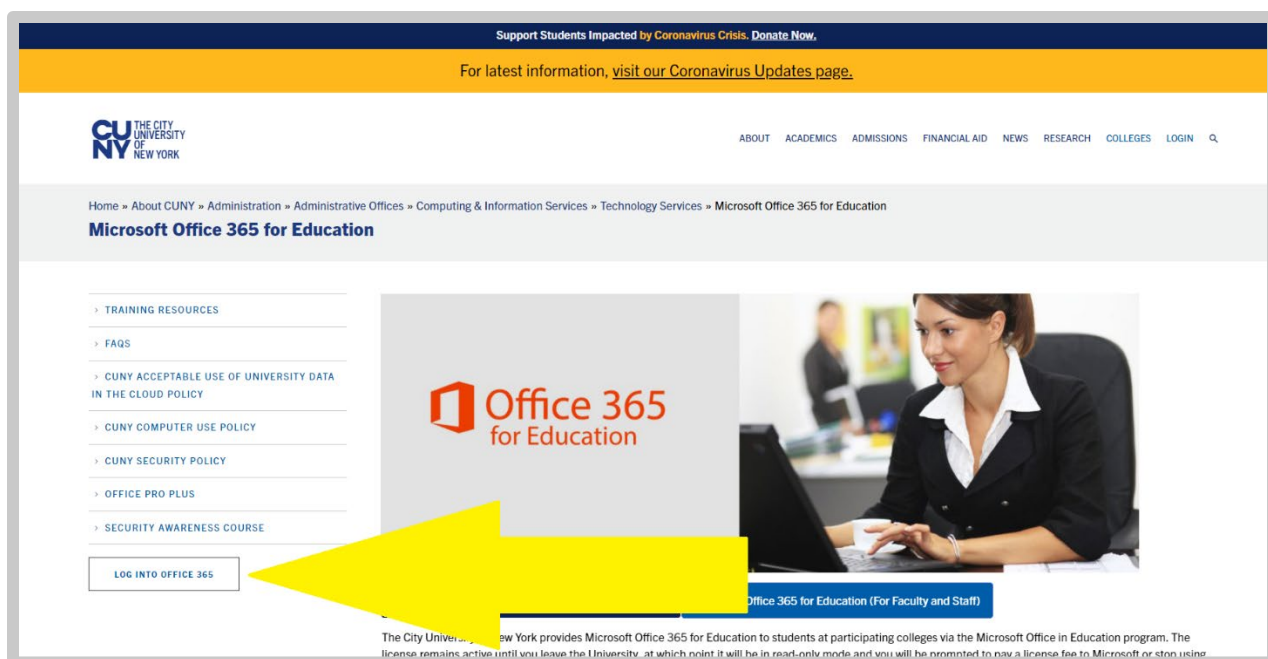


How to access the CUNY Online Teaching Essentials Interest Form

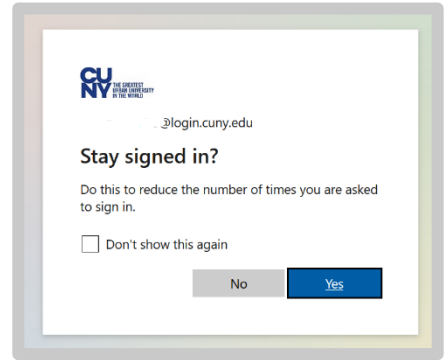
STEP-BY-STEP Instructions

1. Sign in to your **faculty CUNY MS Office 365 Account**:
 - a. Go to the for CUNY MS Office 365 Account Education page:
<https://www.cuny.edu/about/administration/offices/cis/technology-services/microsoft-office-365-for-education/>
 - b. Click on LOG INTO OFFICE 365, at the bottom of the menu on the left:

A screenshot of the CUNY Web Applications Login page. The page has a blue header with the CUNY logo. Below the header is a section titled 'Web Applications Login'. The text reads: 'If you are logging into a University cloud service offering, such as Dropbox or Microsoft Office 365 for Education, you agree to abide by the terms in the CUNY Acceptable Use of University Data in the Cloud policy.' Below this is a link to 'Log in with your CUNY Login credentials:'. There are two input fields: 'Username' with the text 'George.Washington33@login.cuny.edu' and 'Password' with a masked password. Below the password field is a blue 'Login' button. At the bottom, there are links for 'Forgot Password', 'New User', 'Forgot Username', and 'Manage your Account'. At the very bottom, there is a section titled 'PROTECT YOUR PERSONAL INFORMATION AND PRIVACY'.

- c. Sign in using your CUNY login (same as for Blackboard and CUNYfirst, the login looks like
Firstname.Lastname##@login.cuny.edu,
not your email address).

- d. You will be asked whether you want to stay signed in:



2. Go to the OTE form to indicate interest in participating: https://bit.ly/OTE_Summer2022.
You should see:

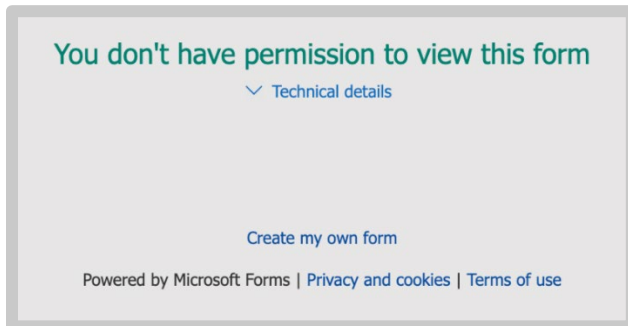
Summer 2022 Online Teaching Essentials Interest Form

The form will take approximately 4 minutes to complete.

In Summer 2022, there will be two sessions of the Online Teaching Essentials Workshop to choose from:

TROUBLESHOOTING

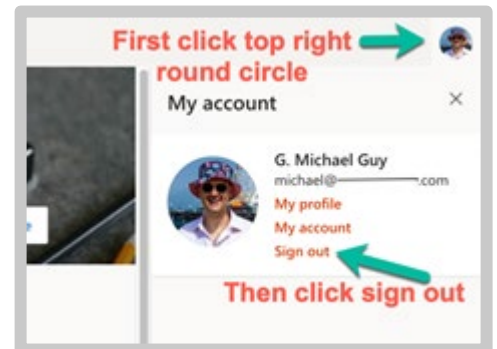
Main Issue 1: You are logged in to another Microsoft account and may not even realize it. This will be the case if you see the following message about permissions:



Here's how to fix this:

- A. Open the form link in a private or incognito window and then follow the steps in the STEP BY STEP instructions, OR
- B. Log out of the account. Go to <https://www.office.com/>

At the *top right*, you will see a round icon with either your initials or your picture, which you can click. Then click sign out. See picture below. If after you click the round circle you do not see this menu, this first step may not be your issue. Keep reading for the second issue.

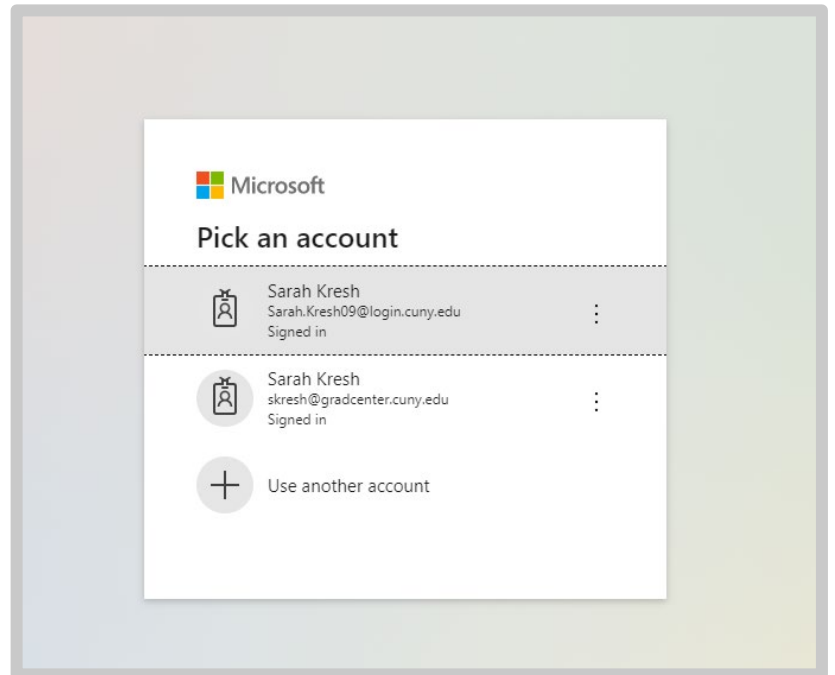


Main Issue 2: You are a **Graduate Center Student** logged into your GC Student MS Office Account, instead of your CUNY faculty MS Office Account

Go to <https://www.office.com/>, click sign in, and you will be asked to pick an account. You should see both your faculty and your Grad Center student accounts listed, as in the example in this screenshot:

If you see your **@login.cuny.edu** account listed, select that one. If not, select “Use another account” and add your CUNYfirst account (looks like:

Firstname.Lastname##@login.cuny.edu). That will take you to the CUNY login page that is the same one you use for Blackboard and for CUNYfirst. Login, and follow the instructions from step 2 above.



Still having trouble? Contact your campus help desk and indicate:

Can you log into [CUNY Blackboard](#)? Yes / No

Can you log into [CUNY Office 365](#)? Yes / No