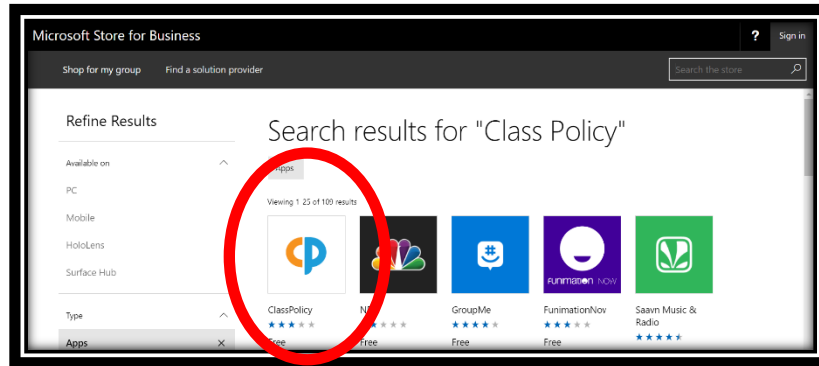


Directions on Downloading Class Policy APP

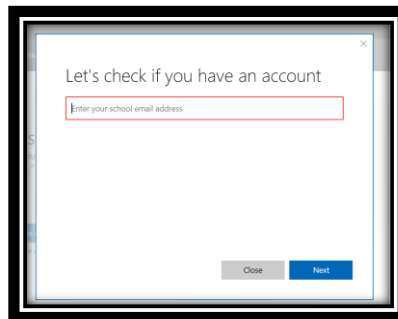
1. First check to see if Class Policy is showing on your Task Bar (black bar at the bottom of your screen).
2. Using Google Chrome search: Windows Store for Business
3. Next, search for the Class Policy App by typing Class policy into the Search Bar:



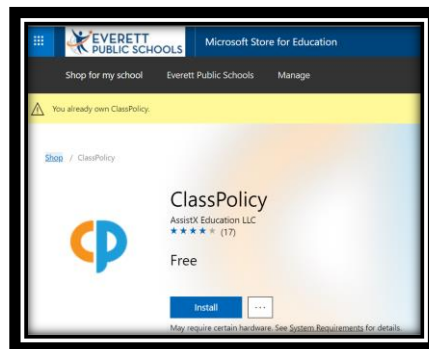
4. When the list comes up, you should see the Class Policy App appear:



5. Select the App and choose Get the App. You will then be directed to a box asking you to check to see if you have an account:



6. You will use your ID@apps.everettsd.org username and say yes to using the existing password when asked.
7. You will be then directed to the Everett Public Schools Microsoft Store for Education.



8. Select the **Install** button. You will be asked if you want to open the Store, click on the store.
9. Next, you will be asked if you want to use your work account (displays your ID@apps.everettsd.org). Select **Continue**. Once it is complete, you should see the Class Policy icon appear on your Task Bar (black bar at bottom of your screen). Click "Pin to Start" if you want it on your start menu. Then click on launch. You should be ready to go! If you want, you can click on Sign In. On the right hand side, use the pull down menu to select Jackson High School. Then click on Azure sign in and sign in using your email.