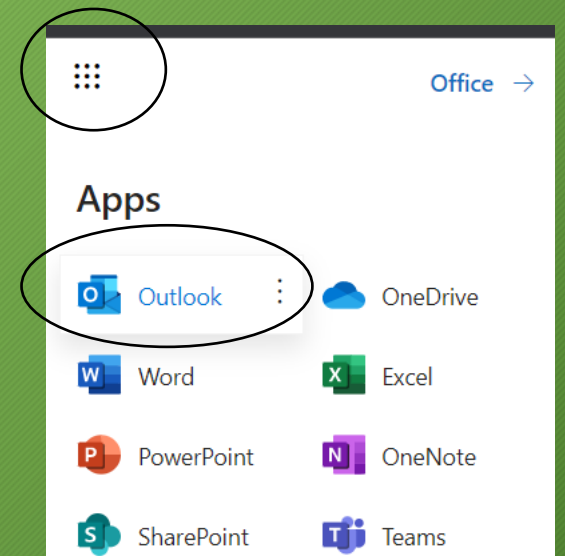


Accessing Talaxy

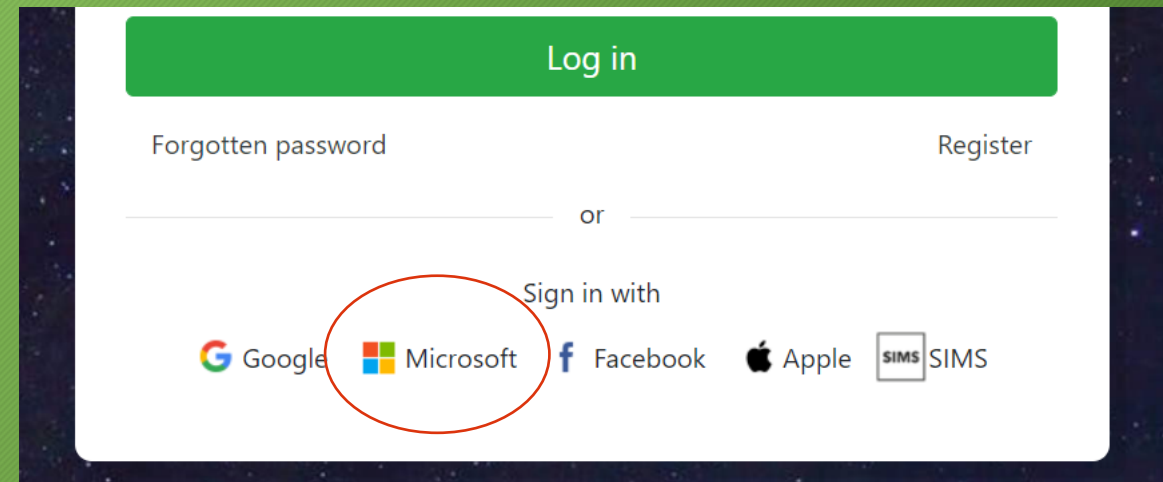
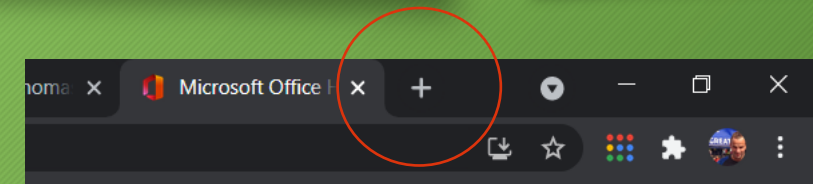
First Time Login

- First time login - students **MUST** verify their email.
- Step 1
 - Log into Office 365
 - In school, Start then the school logo on the tiles
 - At home - www.office.com
 - username@tahs.net
 - Password - same as school network
- Click on the 9 dots top right and open Outlook.



Open Talaxy - tahs.talaxy.app

- Click on the plus to open a new tab in the browser
- In the address bar NOT search type:
 - tahs.talaxy.app
- Click logon top right
- In the logon box click
 - Sign in with Microsoft



Verify Email

- This will then give you a screen with red writing
- Go back to your email
- Open the email from tasc software
- Click the link to verify email
- In the window that opens
 - Click the link in the text that says: Click here to login
- Now again click Sign in with Microsoft
 - On first login we are finding this needs to be done twice
 - You are now in!!

Possible Error

- If you get a page that has settings on it
- DO NOT change them
- Simply re type the address:
 - tahs.talaxy.app
 - Click login and you will be in
- None of this will ever need to be done again.

Future Logons

- Access the web address
- ALWAYS use logon with Microsoft
- If you are logged into office it will ask you which account you wish to use - simply select your school account.
- If you are not in office again click logon with Microsoft but:
 - Enter school email and network password
- There is no app - but go to the address in your browser & it behaves as an app.