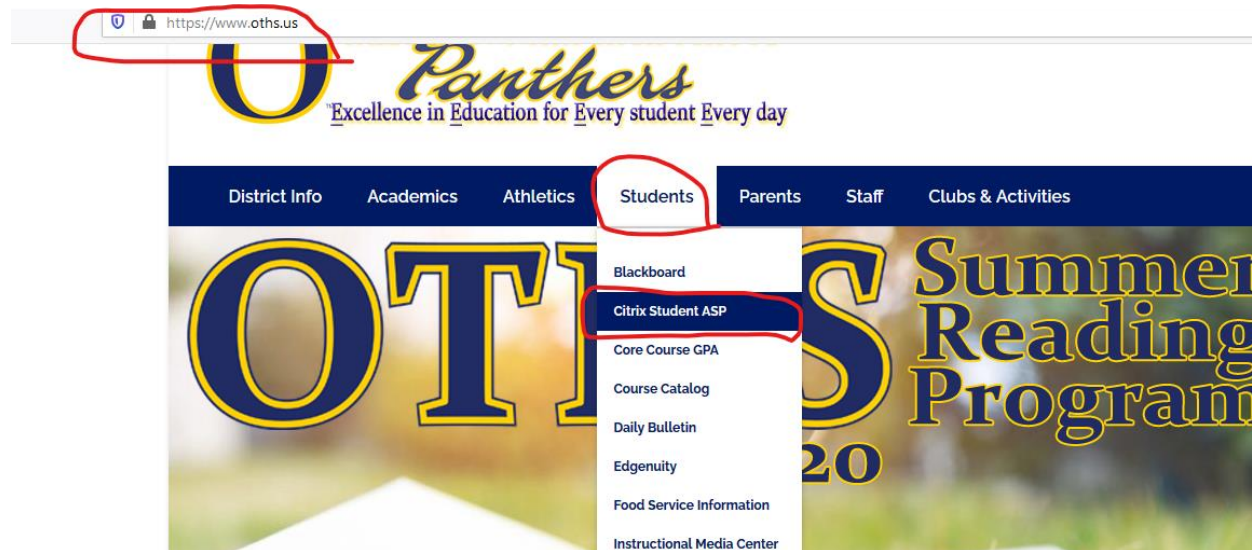


New students and freshman: In order for your OTHS device and/or your OTHS Microsoft Office 365 Applications to work, you need to authenticate your OTHS account. Please read through and follow the directions below to authenticate your OTHS account.

NOTE FOR OTHS CHROMEBOOKS: For students who have an OTHS Chromebook, please choose to log in as Guest to complete this initial authentication. After you have completed the authentication, **close out of the web browser and log out of Guest**. Then, log in to your Chromebook with your OTHS email (firstnameID@students.oths.us EX: melissa225123@students.oths.us) and newly created password.

NOTE on Student ID #: Your six-digit Student ID # can be found on your printed schedule. For freshman, each student ID starts with 224. Please keep your printed schedule as it also includes set-up passwords for Skyward and Blackboard. For password information, please contact eberhardt@oths.us.

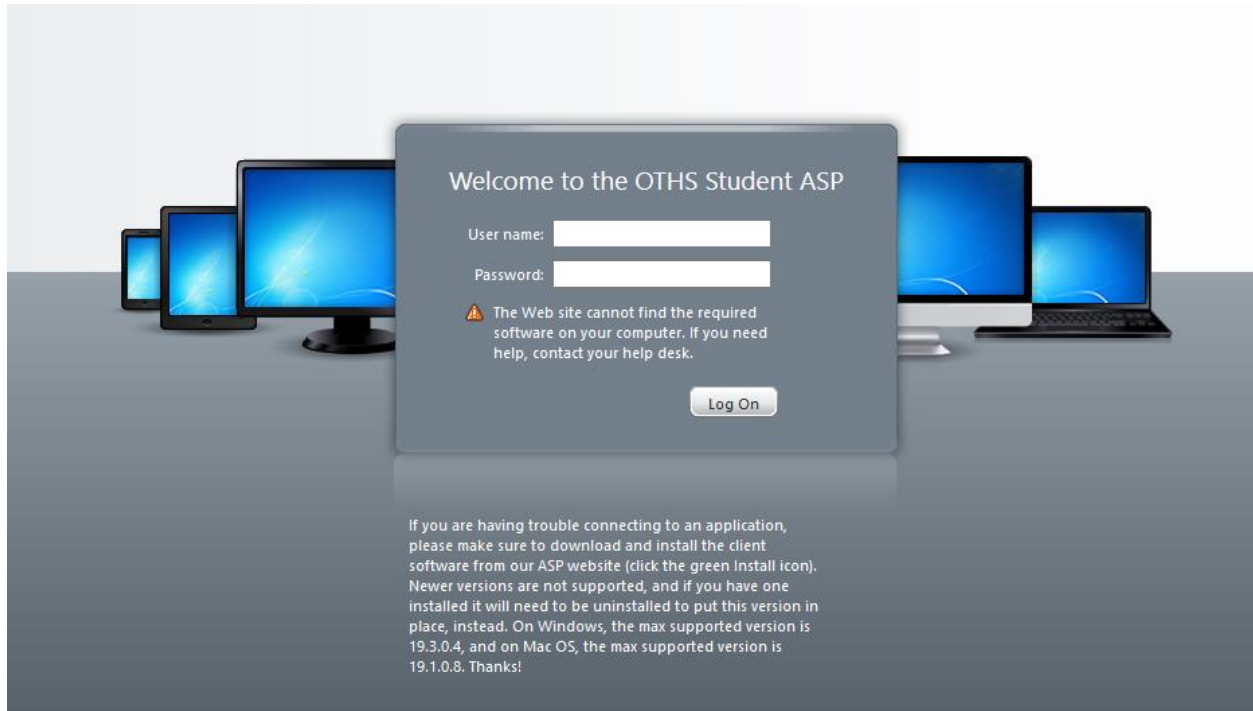
Step 1: Go to <https://www.oths.us>. Under the **Students** drop down menu, select **Citrix Student ASP**.



Step 2:

For **User name:** Enter your first name and your six digit student ID number. EX: melissa225123

For **Password:** Enter your student ID number. EX: 225123



Step 3:

You should be prompted to change your password. Follow the instructions to create and submit your new password.

NOTE: Please create a unique password. Create a strong password with an uppercase, lowercase, and special character.

Step 4: After you are sure you have submitted the new password, close out of your web browser. Congratulations! You have authenticated your OTHS Account! This password can now be used to log in any OTHS computer (when necessary) and to Microsoft Office 365 from the OTHS homepage.

Tech Support: Please email ComputerDepartment@oths.us or call 618.632.3507 x390 (Smiley Campus) or 618.622.9647 x391 (Milburn Campus)