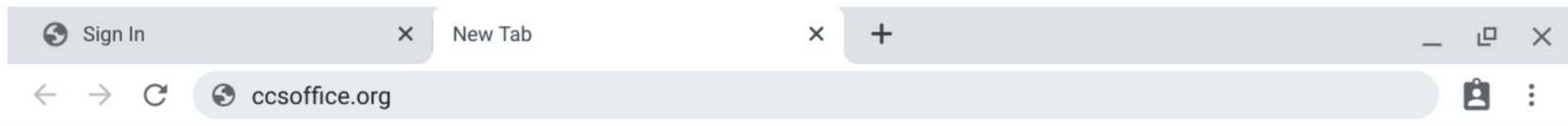





## **SETTING UP A STUDENT'S EMAIL**

Go to **[ccsoffice.org](https://ccsoffice.org)**



 This device is managed by columbus.k12.oh.us. [Learn more](#)

# Type ccsoffice.org in the browser bar    You're browsing as a Guest

Pages you view in this window won't appear in the browser history and they won't leave other traces, like cookies, on the computer after you sign out. Files you download and bookmarks you create won't be preserved. [Learn more](#)





**COLUMBUS**  
CITY SCHOOLS

**CCS**  **FFICE**



**COLUMBUS**  
CITY SCHOOLS

Sign in with your organizational account

Sign in

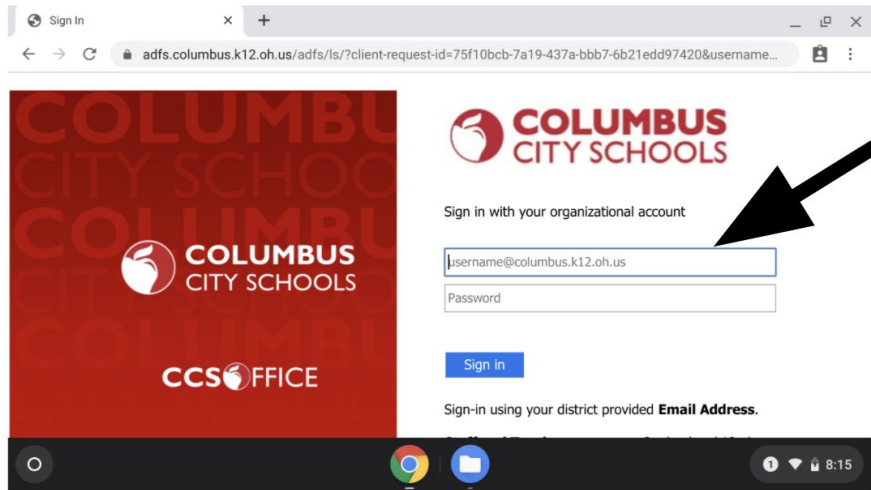
Sign-in using your district provided **Email Address**.



1



8:15



In the top line, type the student's **7 digit student number** followed by @columbus.k12.oh.us

It will look similar to:

**1234567@columbus.k12.oh.us**

\*The student number was provided with the student's registration information.

If you do NOT know the student number, contact the student's school.

Sign in

adfs.columbus.k12.oh.us/adfs/ls/?client-request-id=75f10bcb-7a19-437a-bbb7-6b21edd97420&username...

**COLUMBUS CITY SCHOOLS**

Sign in with your organizational account

Username@columbus.k12.oh.us

Password

Sign in

Sign-in using your district provided **Email Address**.

CCS OFFICE

In the bottom line, type the student's birth date with hyphens.

It will look similar to:

**01-01-2011**



@columbus.k12.oh.us

## Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No

Yes



- ▼ Folders
- Inbox** 442
  - Drafts
  - Sent Items
  - Deleted Items
- ⋮

- ☑ **Inbox** ☆ [Filter ▼](#)
- MC

New announcement: "If ...

16:56
- MC

New announcement: "If ...

16:55
- TB

New assignment: "Edpu...

14:16

Select an item to read

Nothing is selected