



**VAAAL UNIVERSITY  
OF TECHNOLOGY**

*Inspiring thought. Shaping talent.*

|  
**IT Services**

☎ +27(0)16 950 9111  
✉ it\_support@vut.ac.za



## **Student Self-Service – How to Login to OFFICE 365**

**IMPORTANT: Note** that if it is your First time Logging in **AND** you have not yet **UPDATED** the Default Password, please update your password first before accessing Office365. Kindly follow the process in **STEP 1 and STEP 2**. If you have done this already, kindly **SKIP to STEP 3**.

### **Step 1. Update Password Link**

Click [here](#) to Update Password

For step by step guide click [here](#)

### **Step 2. Register Security Question in order to reset own password in future.**

Click [here](#) to Register

For step by step guide click [here](#)

# Follow step 3 below to sign in

Open your Google Chrome or preferred browser

1 office 365 for students free

Enter this in your Google search box

2 For students & teachers - Microsoft Office - Office 365  
<https://products.office.com/en-za/student/office-in-education>

Click this link to proceed

Search results for "office 365 for students free" are shown. The first result is "For students & teachers - Microsoft Office - Office 365" with the URL <https://products.office.com/en-za/student/office-in-education>. A red callout bubble points to the search box containing "office 365 for students free". Another red callout bubble points to the first search result link.

Try Microsoft Edge  
A fast and secure browser that's designed for Windows 10

Microsoft

Office For home Plans & pricing For households For individuals For students

Get Office 365 for free

It's not a trial! Students and teachers are eligible for Office 365 Education, which includes Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. ... Office 365 Education works on Windows, Android, iOS or Windows devices. ... Educators can create collaborative classrooms ...

All you need to get started is to enter your valid school email address.

299999901@vut.edu.ac.za

Get started

School leaders and IT pros, sign up your school

Please enter your correct Email credentials as done here

The screenshot shows the Microsoft Office 365 Education sign-up page. A red callout bubble points to the email input field containing "299999901@vut.edu.ac.za".

Office 365 Education

No need to sign up

You already have a license for Office 365 Education

OK, got it

After successful login this page appears. Click highlighted area to

Office 365 Education

Are you a student or a teacher?

We'll provide the Office 365 tools you need in the classroom and online. If you're an IT admin, [enroll your school](#).

**I'm a student**

**I'm a teacher**

**Click this to login as a Student**

**Click this Option to login with your Teacher/ Staff credentials**

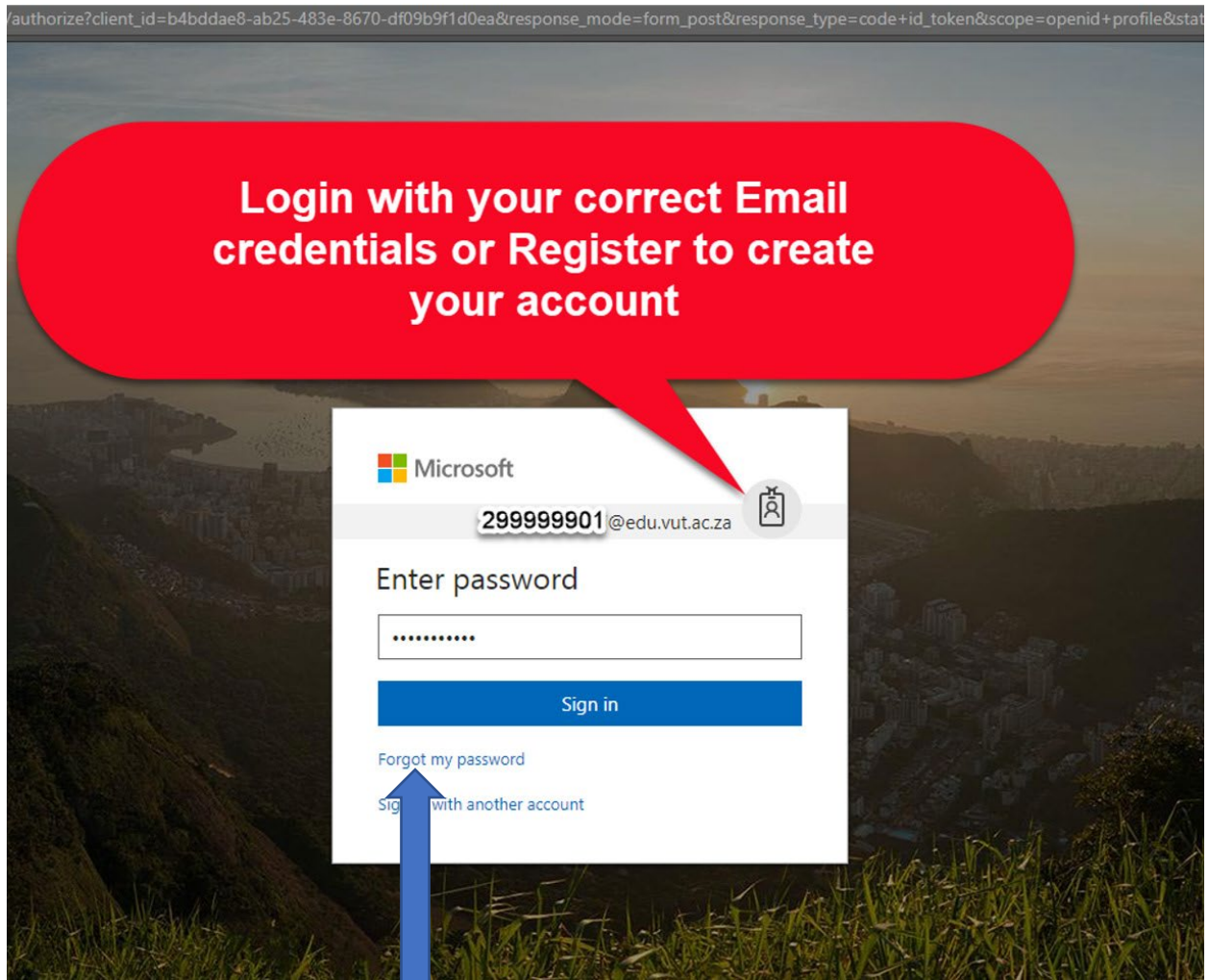
Office 365 Education

**You have an account with us**

To get your free Office, sign in with your Office 365 user ID and password.

**Sign in**

**This page appears because i already have an account. Click sign in to proceed. Else a Registration page will be displayed for you to create your own account**



**Step 4.** If you have forgotten your Password

Click [here](#) to Reset Password

For step by step guide click [here](#)

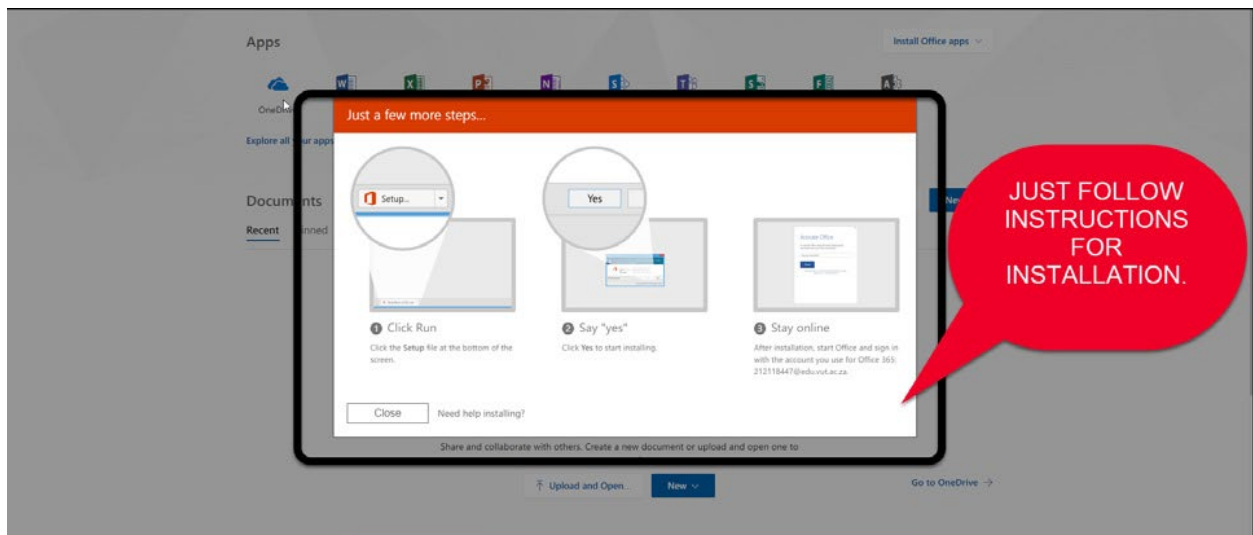
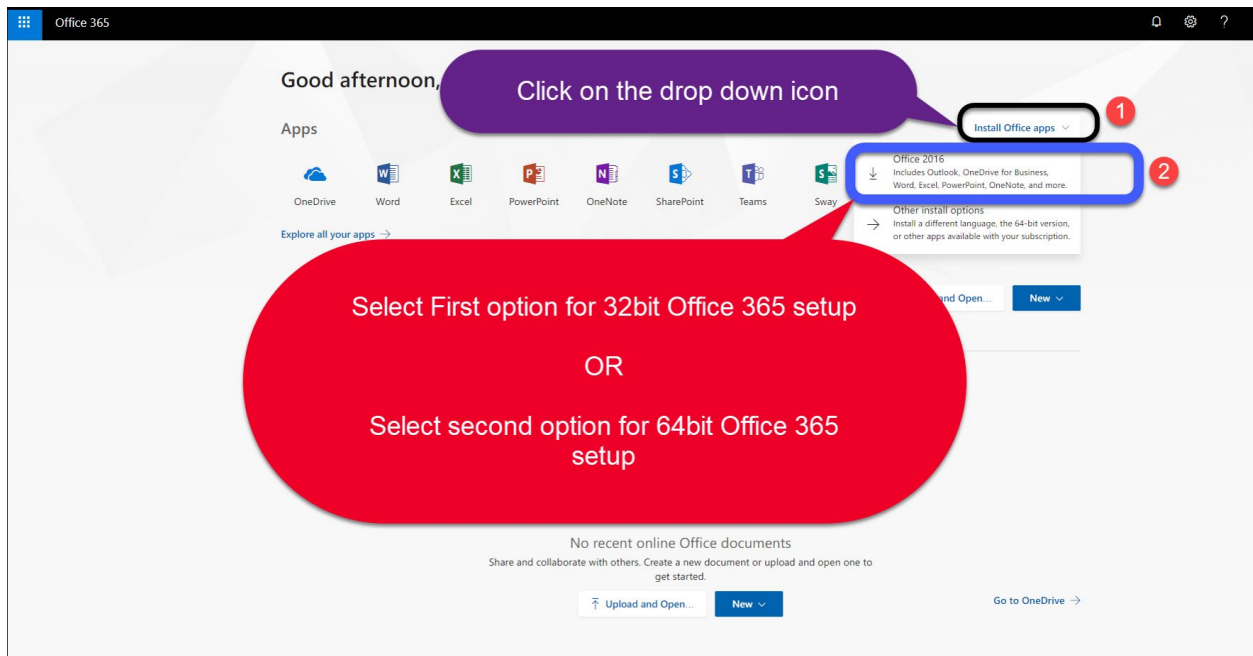
Office 365 Education

No need to sign up

You already have a license for Office

OK, got it →

After successful login this page appears. Click highlighted area to



**If you still cannot login to Office 365 after following above steps**

Contact Help Desk

[it\\_support@vut.ac.za](mailto:it_support@vut.ac.za)

NB: 24hr turnaround time for emails.

**016 950 9111**

Operating Hours:

07:45am – 4:30pm Weekdays

Closed on Weekends

Closed on Holidays