

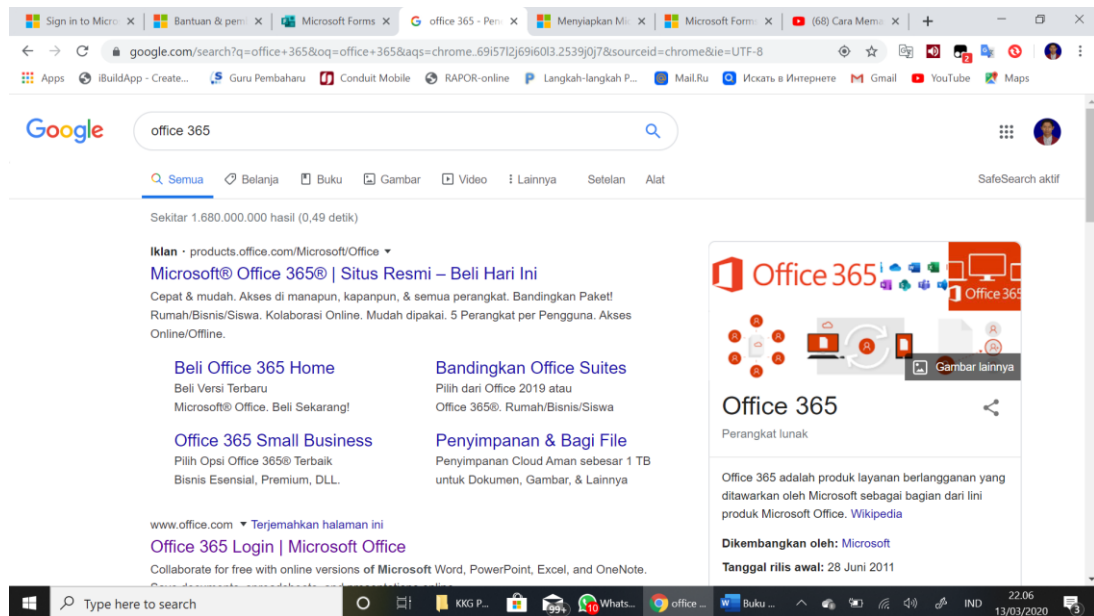
PEMBUATAN AKUN OFFICE 365 Untuk GURU & SISWA

A. Pembuatan Akun Office 365 secara perorangan

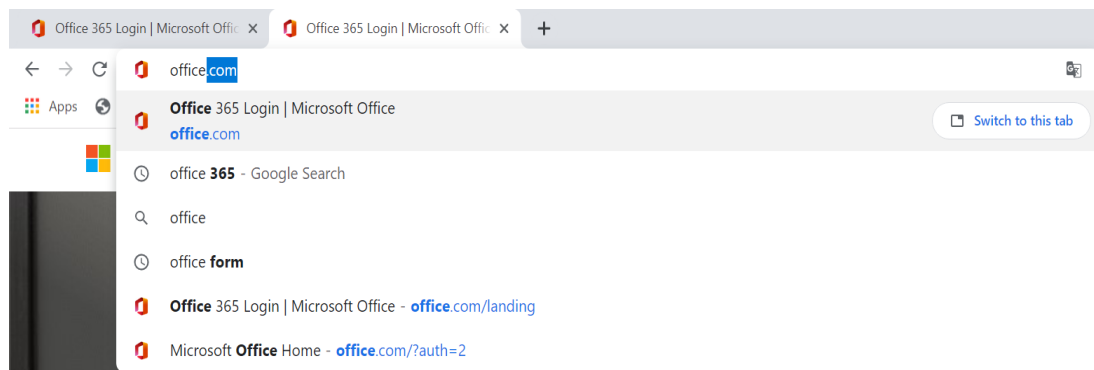
Untuk membuat akun Office 365 bagi guru dan siswa, pastikan kita telah mendapatkan akun Microsoft Office 365 untuk sekolah dari Dinas Pendidikan Kota Surabaya.

Untuk memulai, silahkan ikuti langkah-langkah sebagai berikut :

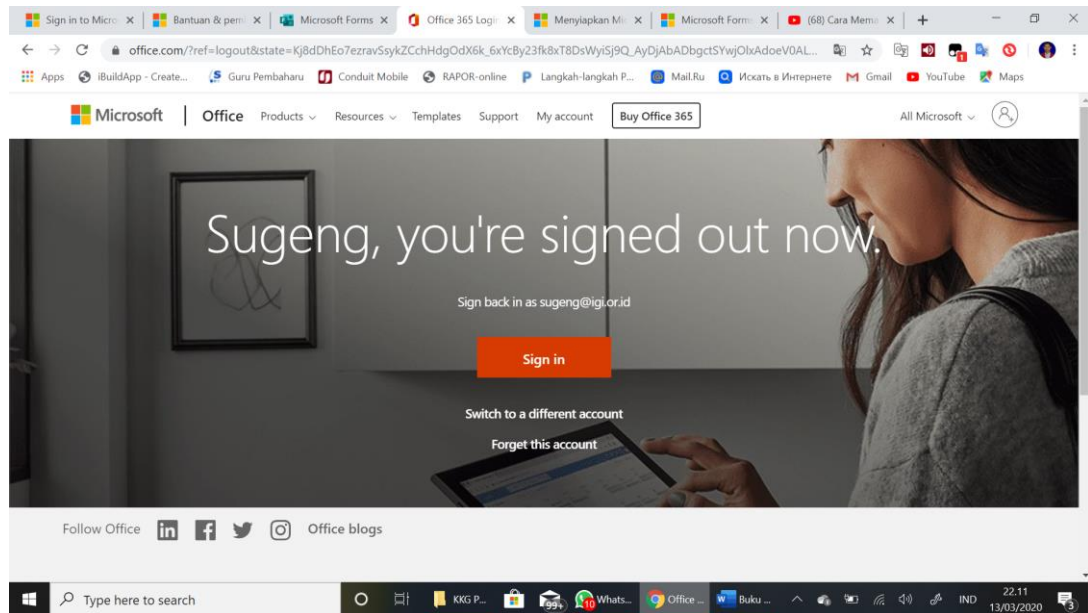
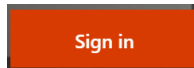
1. Bukalah peramban / browser, lalu ketikkan keyword pencarian **Office 365** pada mesin telusur. Lalu klik **Office 365 Login**.



2. Atau ketikkan keyword pencarian **Office.com** pada mesin telusur, lalu tekan tombol enter pada keyboard.

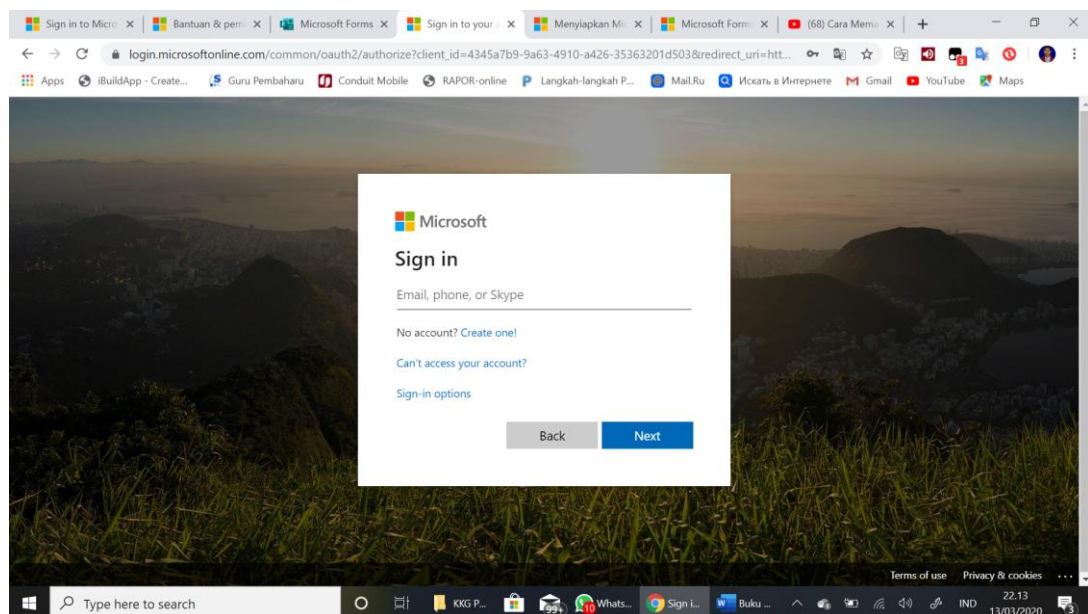


3. Klik menu **Sign In**



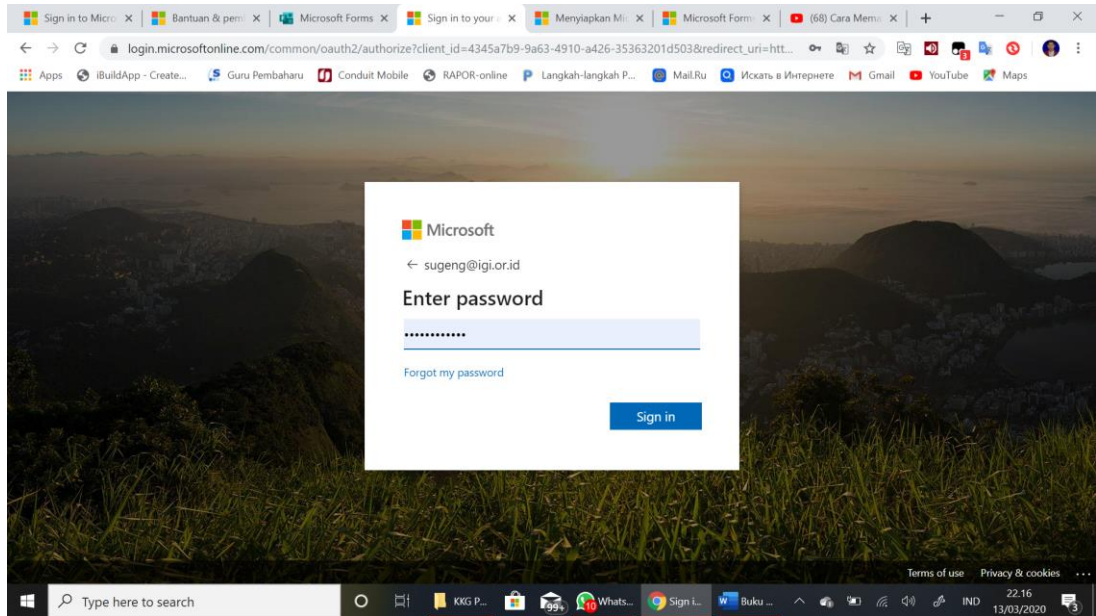
4. Ketikkan akun Kita pada kolom yang tersedia Email, phone, or Skype, lalu

klik tombol next

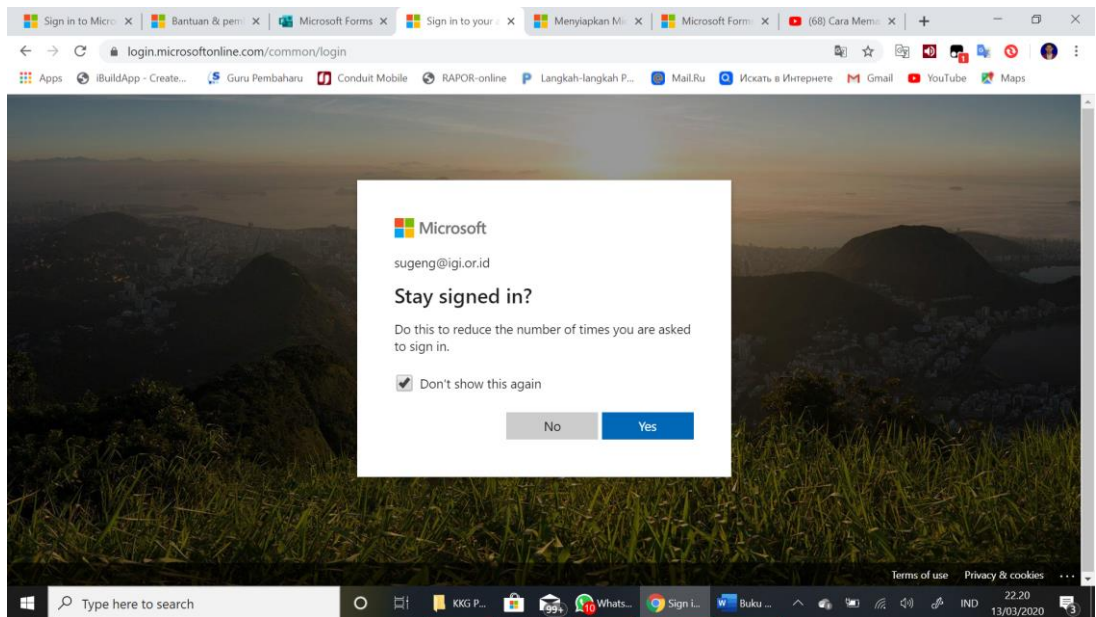
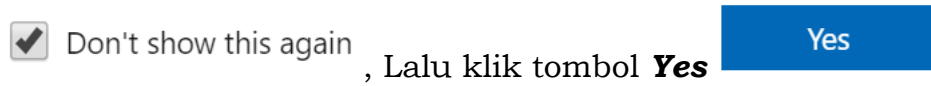


5. Ketikkan password Password, lalu klik tombol Sign in

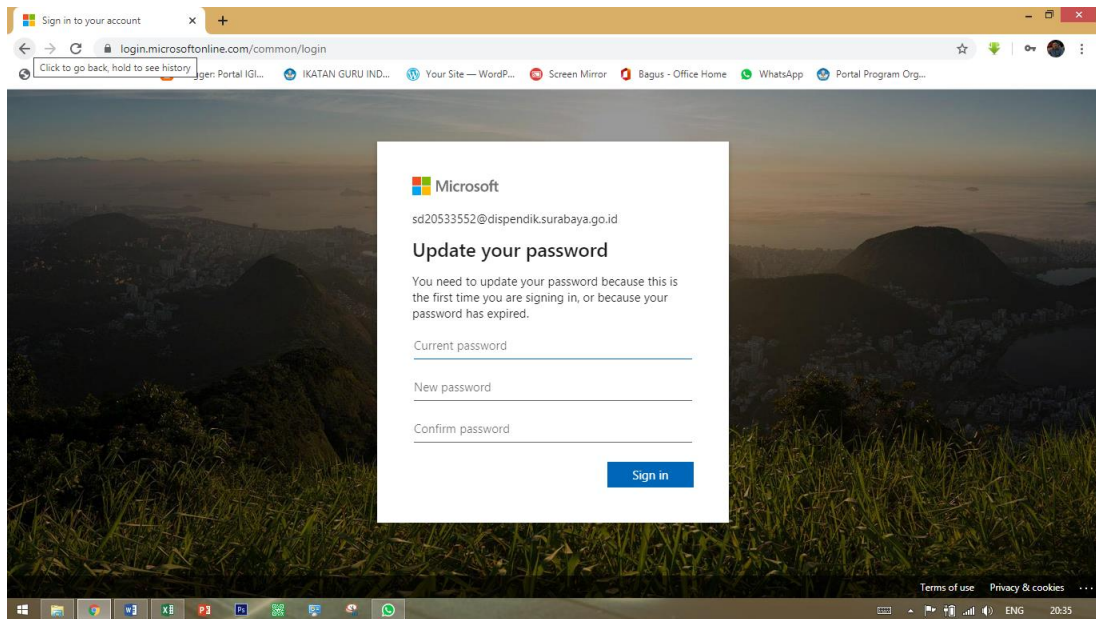




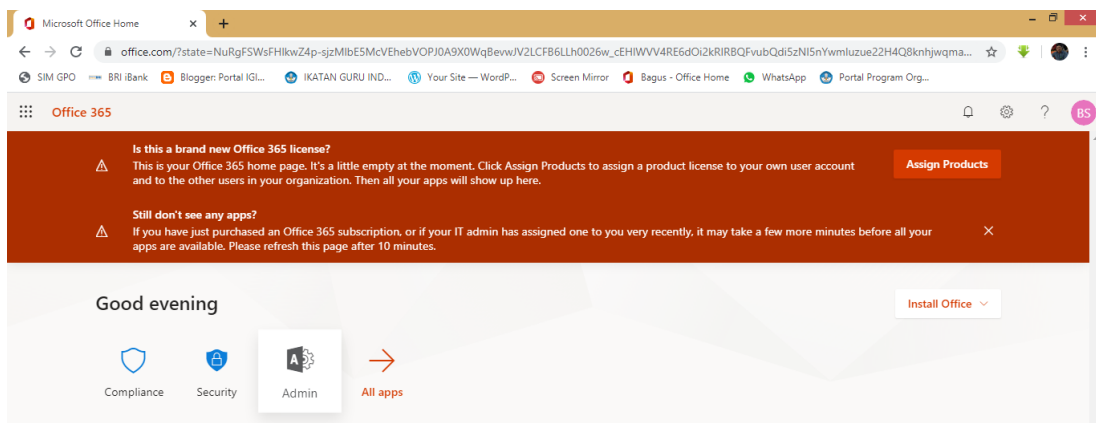
6. Agar memudahkan proses masuk Office 365 pada lain kesempatan, maka centanglah menu ***Don't show this again***



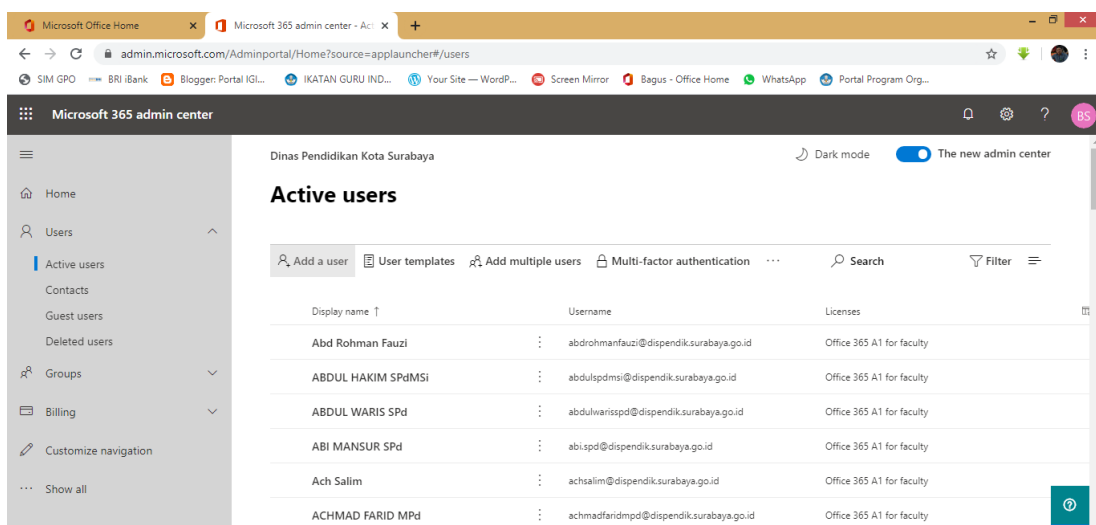
7. Lakukan pergantian password, yang perlu diperhatikan adalah : kombinasi 1 Huruf besar, huruf kecil dan angka minimal 8 karakter.



8. Pilih Admin



9. Klik Users, Active Users, add users



10. Ketentuan pembuatan User sebagai berikut :

5 digit + NIK,

G	P	0	0	2
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Digit 1 : G = Guru, S = Siswa

Digit 2 : D = SD, P = SMP

Digit 3 – 5 : untuk sekolah Negeri, diisi dengan angka urutan

Misal SD Negeri Rangka IV/166, maka ditulis **166**

Untuk SMP Negeri 17, maka ditulis **017**

Untuk Swasta ditulis inisial dari sekolah,

Missal SD Widya Bhakti 2, **WB2**

Klik next

The screenshot shows the Microsoft 365 Admin Center interface. The left sidebar contains navigation options like Home, Users, Active users, Contacts, Guest users, Deleted users, Groups, Billing, and Customize navigation. The main content area is titled 'Add user' and has a 'Next' button at the bottom. The 'Basics' section is selected, showing fields for First name (Rudi), Last name (Reza), Display name (Rudi Reza), and Username (SD1234567890123@dispendiksurabaya.go.id). The 'Password settings' section is also visible, with 'Auto-generate password' selected and 'Require this user to change their password when they first sign in' checked.

11. Pilih Office 365 A1 for Faculty (Unlimited licenses available) untuk **Guru** dan Office 365 A1 for Students (Unlimited licenses available) untuk **siswa**. Kemudian **klik next**.

Microsoft Office Home | Microsoft 365 admin center - Active users

admin.microsoft.com/Adminportal/Home?source=applauncher#/users

SIM GPO | BRI iBank | Blogger: Portal IGI... | IKATAN GURU IND... | Your Site — WordP... | Screen Mirror | Bagus - Office Home | WhatsApp | Portal Program Org...

Microsoft 365 admin center

- Home
- Users
- Active users**
- Contacts
- Guest users
- Deleted users
- Groups
- Billing
- Customize navigation
- Show all

Active users

Dinas Pendidikan

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Add user

- Basics
- Product licenses**
- Optional settings
- Finish

Assign user a product license

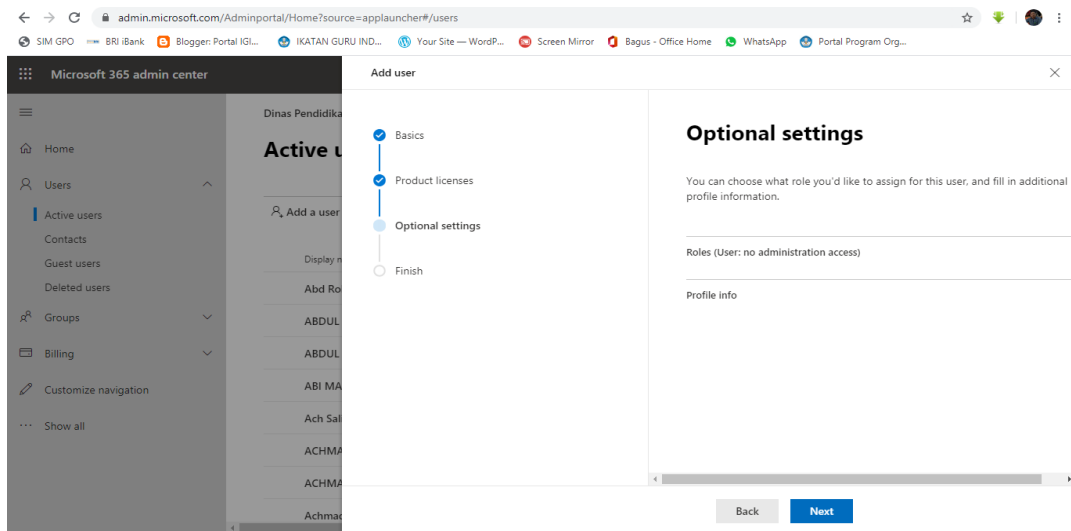
- Microsoft Power Automate Free
9996 of 10000 licenses available
- Office 365 A1 for faculty
Unlimited licenses available
- Office 365 A1 for students
Unlimited licenses available
- Office 365 A5 for faculty
25 of 25 licenses available
- Office 365 A5 for students
25 of 25 licenses available
- Create user without product license (not recommended)
They may have limited or no access to Office 365 until you assign a product license.

Apps (22)

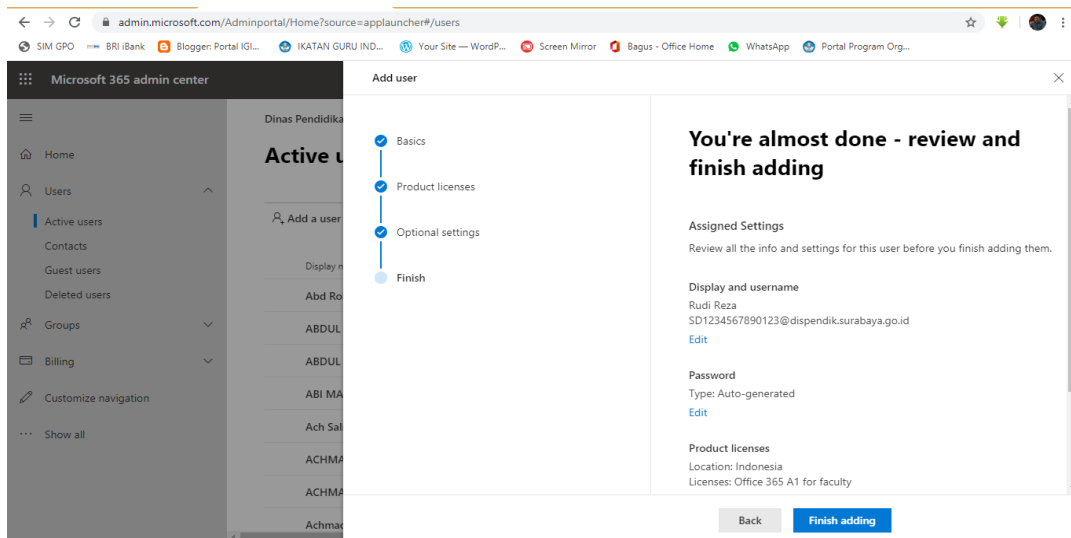
Back Next

Windows taskbar: File Explorer, Edge, Word, PowerPoint, Teams, OneDrive, Outlook, WhatsApp, System tray: Network, Volume, ENG, 20:44

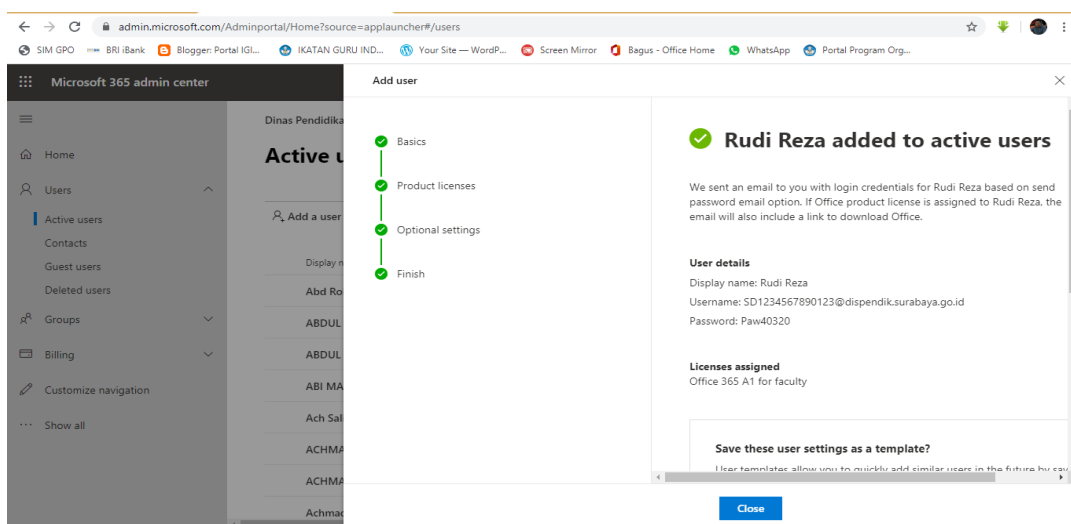
12. Klik next lagi



13. Klik Finish Adding



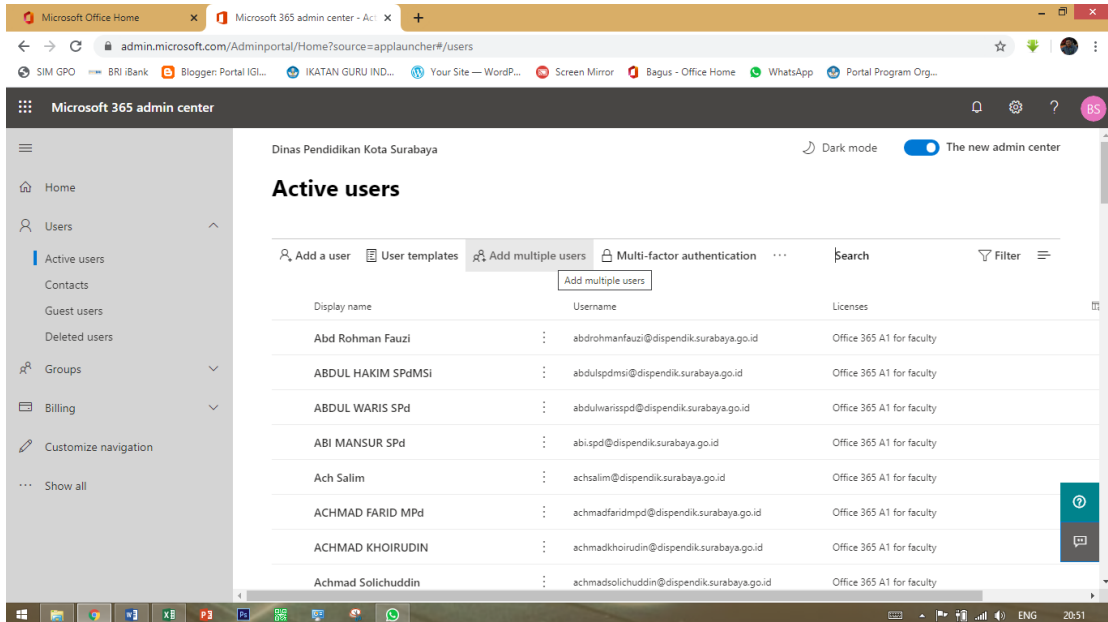
14. Klik Close



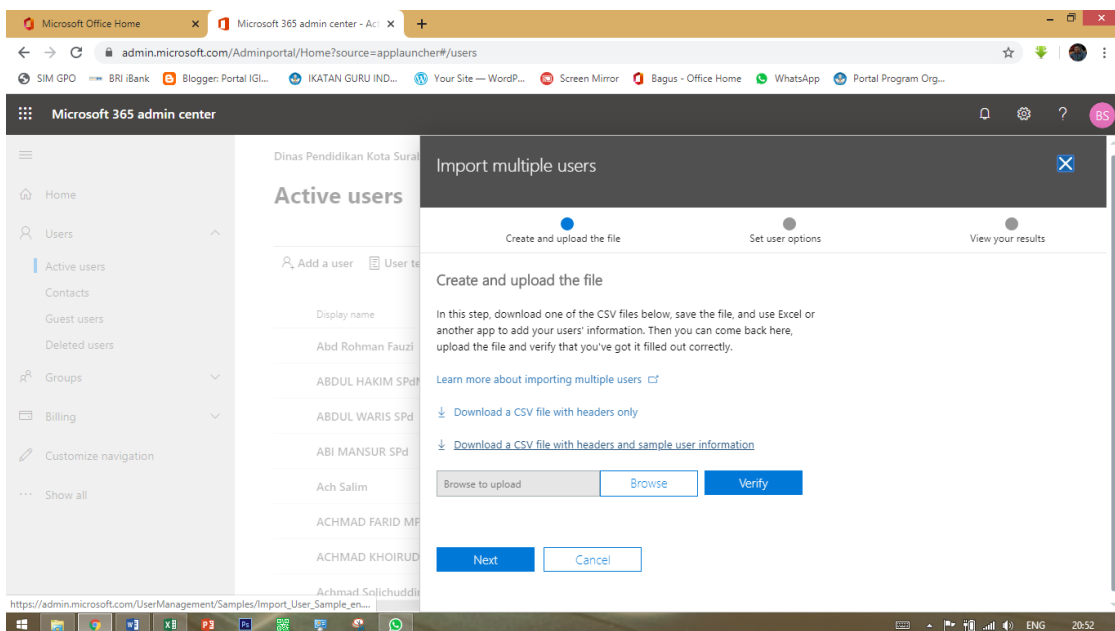
15. Akun Office 365 sudah jadi.

B. Pembuatan Akun Office secara Kelompok

1. Yang perlu disiapkan adalah list data guru dan NIK dalam bentuk excel.
2. Pada menu Active user, klik pada Add Multiple users.

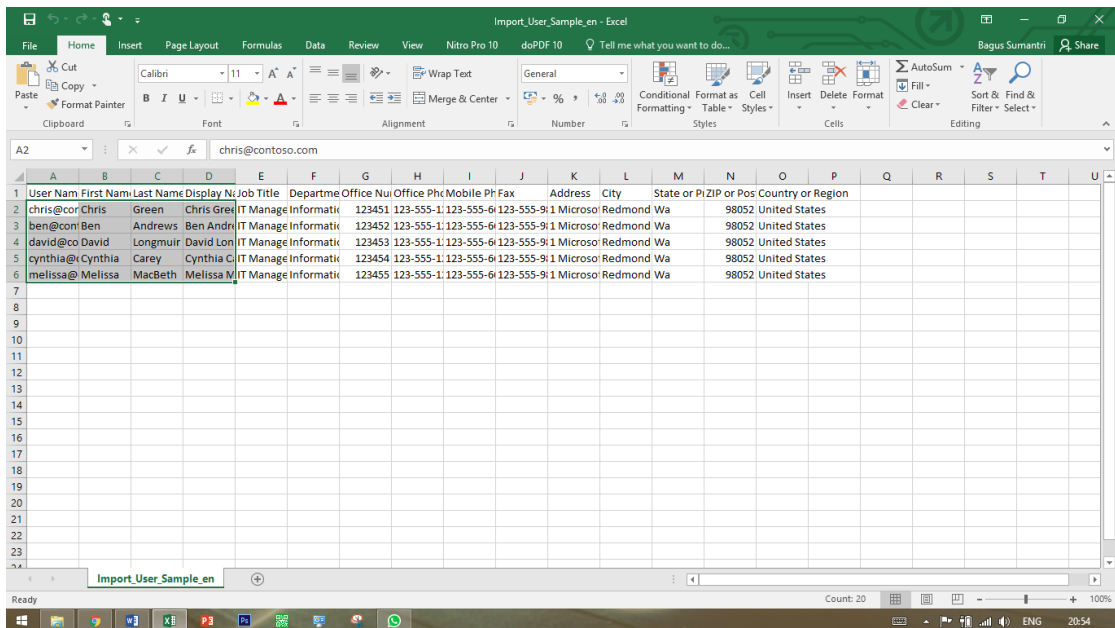


3. Langkah pertama yang harus kita lakukan klik pada [Download a CSV file with headers and sample user information](#), untuk mendownload file CSV sebagai template



4. Buka file yang telah didownload

5. Hapus cell A2 sampai D4



6. Selanjutnya buka file list data guru/siswa yang akan kita buat akan dimana data yg diperlukan adalah, Nama, Instansi, NIK dengan ketentuan sebagai berikut :

5 digit + NIK,

G	P	0	0	2
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Digit 1 : G = Guru, S = Siswa

Digit 2 : D = SD, P = SMP

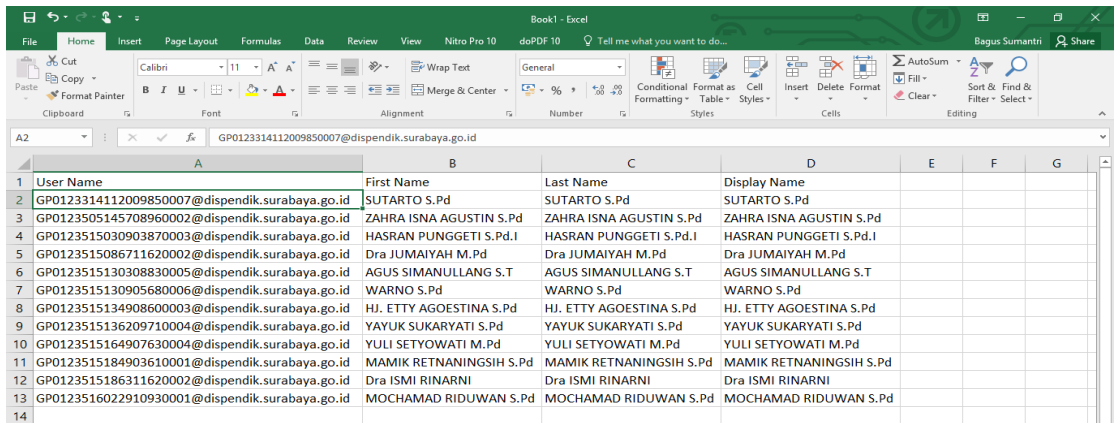
Digit 3 – 5 : untuk sekolah Negeri, diisi dengan angka urutan

Misal SD Negeri Rangka IV/166, maka ditulis **166**

Untuk SMP Negeri 17, maka ditulis **017**

Untuk Swasta ditulis inisial dari sekolah,

Misal SD Widya Bhakti 2, **WB2**



7. Blok data tersebut copy paste di point 5.

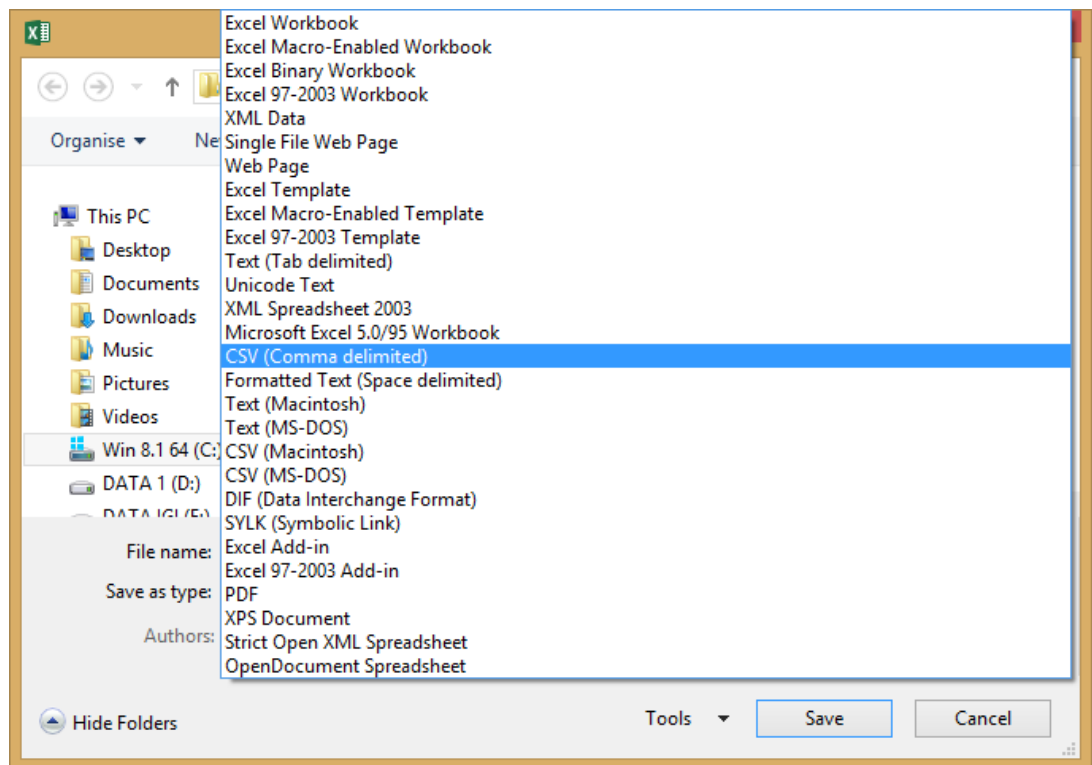
User Name	First Name	Last Name	Display Name
GP0123314112009850007@dispensik.surabaya.go.id	SUTARTO S.Pd	SUTARTO S.Pd	SUTARTO S.Pd
GP0123505145708960002@dispensik.surabaya.go.id	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd
GP0123515030903870003@dispensik.surabaya.go.id	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I
GP0123515086711620002@dispensik.surabaya.go.id	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd
GP0123515130308830005@dispensik.surabaya.go.id	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T
GP0123515130905680006@dispensik.surabaya.go.id	WARNO S.Pd	WARNO S.Pd	WARNO S.Pd
GP0123515134908600003@dispensik.surabaya.go.id	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd
GP0123515136209710004@dispensik.surabaya.go.id	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd
GP0123515164907630004@dispensik.surabaya.go.id	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd
GP0123515184903610001@dispensik.surabaya.go.id	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd
GP0123515186311620002@dispensik.surabaya.go.id	Dra ISMI RINARNI	Dra ISMI RINARNI	Dra ISMI RINARNI
GP0123516022910930001@dispensik.surabaya.go.id	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd

User Name	First Name	Last Name	Display Name	Job Title	Departement	Office No	Office Ph	Mobile Ph	Fax	Address
GP0123314112009850007@dispensik.surabaya.go.id	SUTARTO S.Pd	SUTARTO S.Pd	SUTARTO S.Pd	IT Manag Informati		123451	123-555-1	123-555-6	123-555-9	1 Micro
GP0123505145708960002@dispensik.surabaya.go.id	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd	IT Manag Informati		123452	123-555-1	123-555-6	123-555-9	1 Micro
GP0123515030903870003@dispensik.surabaya.go.id	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I	IT Manag Informati		123453	123-555-1	123-555-6	123-555-9	1 Micro
GP0123515086711620002@dispensik.surabaya.go.id	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd	IT Manag Informati		123454	123-555-1	123-555-6	123-555-9	1 Micro
GP0123515130308830005@dispensik.surabaya.go.id	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro
GP0123515130905680006@dispensik.surabaya.go.id	WARNO S.Pd	WARNO S.Pd	WARNO S.Pd							
GP0123515134908600003@dispensik.surabaya.go.id	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd							
GP0123515136209710004@dispensik.surabaya.go.id	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd							
GP0123515164907630004@dispensik.surabaya.go.id	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd							
GP0123515184903610001@dispensik.surabaya.go.id	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd							
GP0123515186311620002@dispensik.surabaya.go.id	Dra ISMI RINARNI	Dra ISMI RINARNI	Dra ISMI RINARNI							
GP0123516022910930001@dispensik.surabaya.go.id	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd							

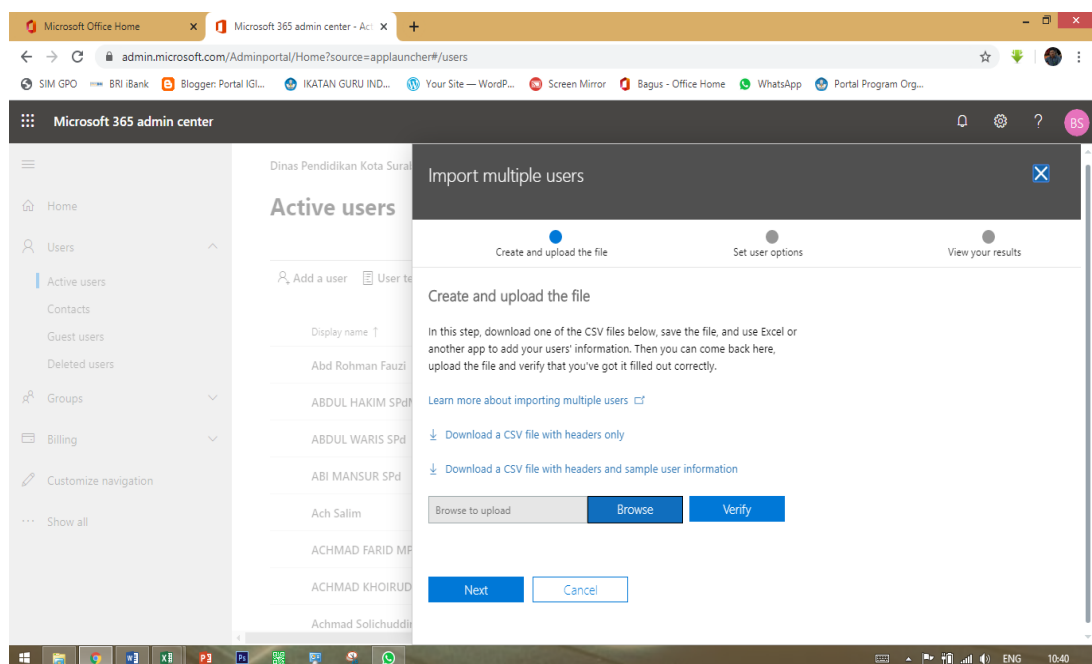
8. Selanjutnya copy cel E6 – O6, copy ke bawah sampai baris terakhir

User Name	First Name	Last Name	Display Name	Job Title	Departement	Office No	Office Ph	Mobile Ph	Fax	Address	City	State or ZIP or Po	Country or Region
GP0123314112009850007@dispensik.surabaya.go.id	SUTARTO S.Pd	SUTARTO S.Pd	SUTARTO S.Pd	IT Manag Informati		123451	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123505145708960002@dispensik.surabaya.go.id	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd	ZAHRA ISNA AGUSTIN S.Pd	IT Manag Informati		123452	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515030903870003@dispensik.surabaya.go.id	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I	HASRAN PUNGGETI S.Pd.I	IT Manag Informati		123453	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515086711620002@dispensik.surabaya.go.id	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd	Dra JUMAIYAH M.Pd	IT Manag Informati		123454	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515130308830005@dispensik.surabaya.go.id	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T	AGUS SIMANULLANG S.T	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515130905680006@dispensik.surabaya.go.id	WARNO S.Pd	WARNO S.Pd	WARNO S.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515134908600003@dispensik.surabaya.go.id	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd	HJ. ETTY AGOESTINA S.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515136209710004@dispensik.surabaya.go.id	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd	YAYUK SUKARYATI S.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515164907630004@dispensik.surabaya.go.id	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd	YULI SETYOWATI M.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515184903610001@dispensik.surabaya.go.id	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd	MAMIK RETNANINGSIH S.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123515186311620002@dispensik.surabaya.go.id	Dra ISMI RINARNI	Dra ISMI RINARNI	Dra ISMI RINARNI	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States
GP0123516022910930001@dispensik.surabaya.go.id	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd	MOCHAMAD RIDUWAN S.Pd	IT Manag Informati		123455	123-555-1	123-555-6	123-555-9	1 Micro	Redmont Wa	98052	United States

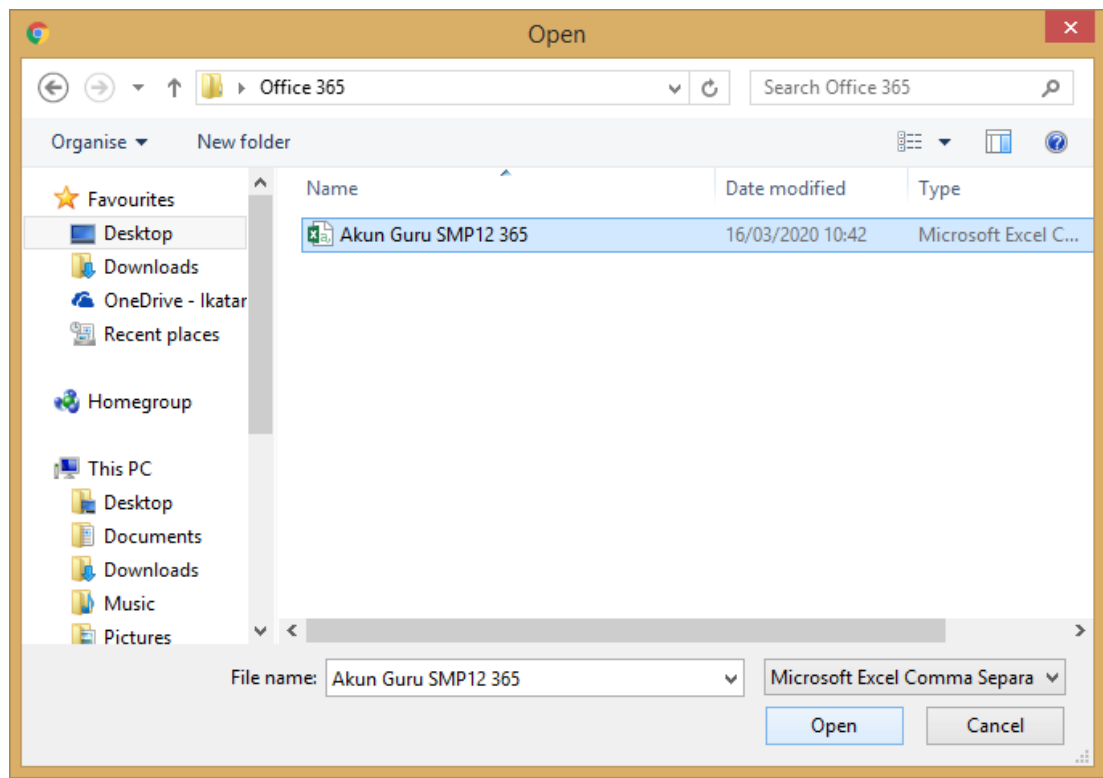
9. Save as, sebagai CSV (Comma delimited)



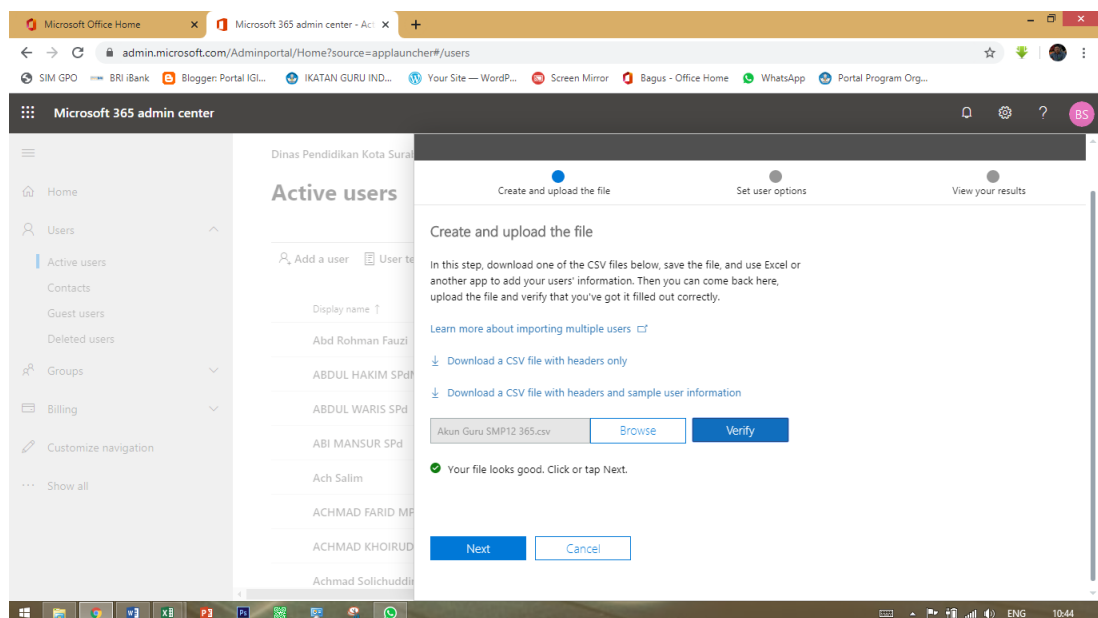
10. Selanjutnya masuk kembali ke impor multiple user, klik browse



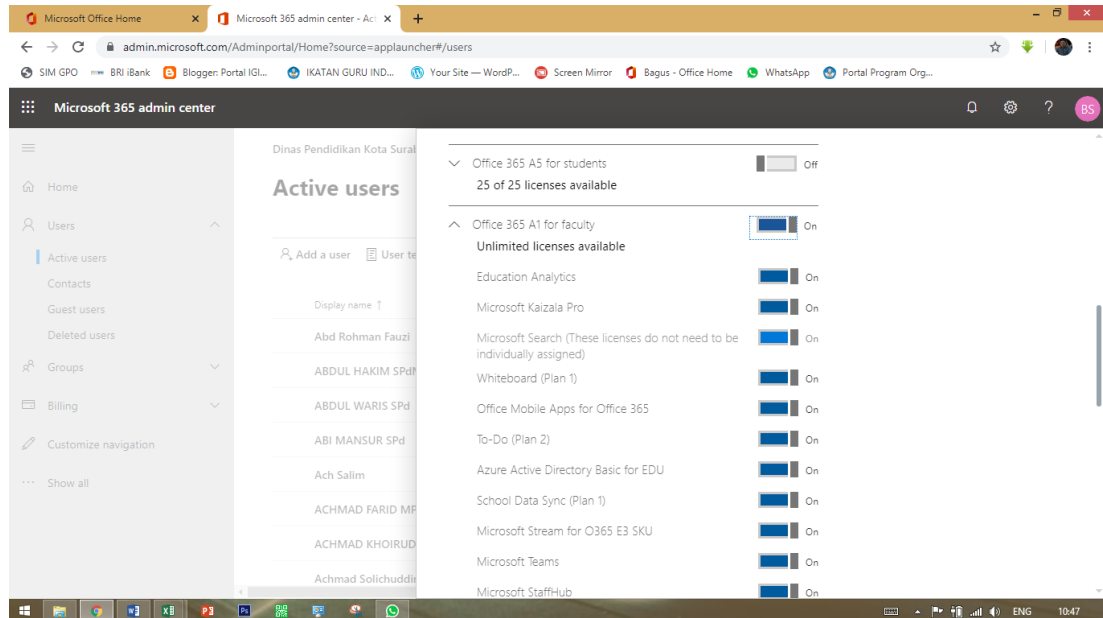
11. Cari file yang kita buat, klik open



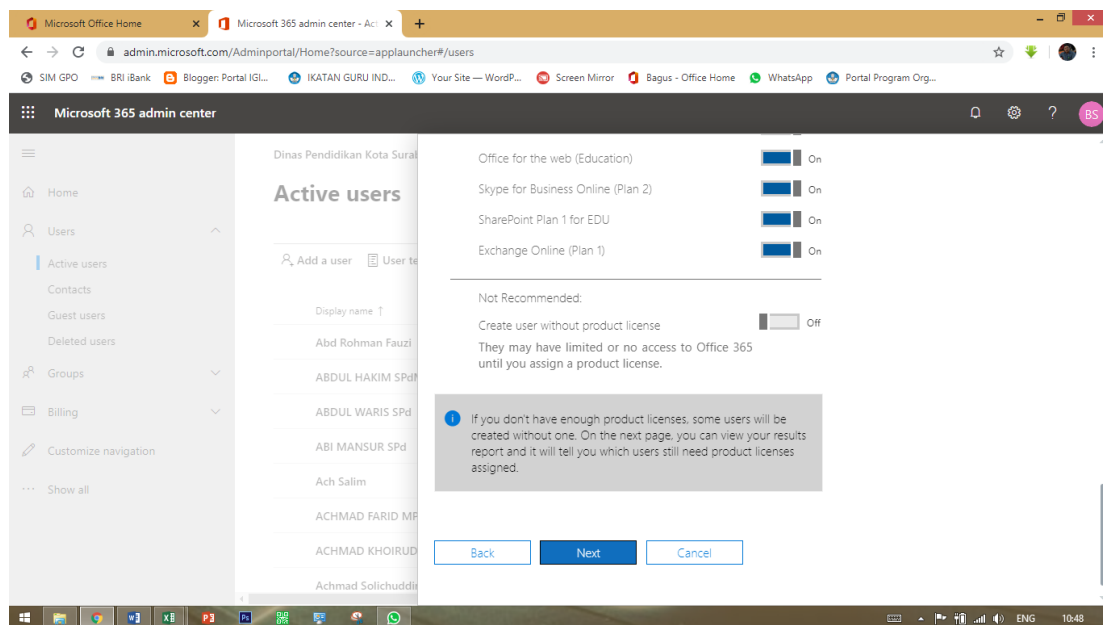
12. Klik Verify, tunggu sampai ada tanda hijau, selanjutnya klik next



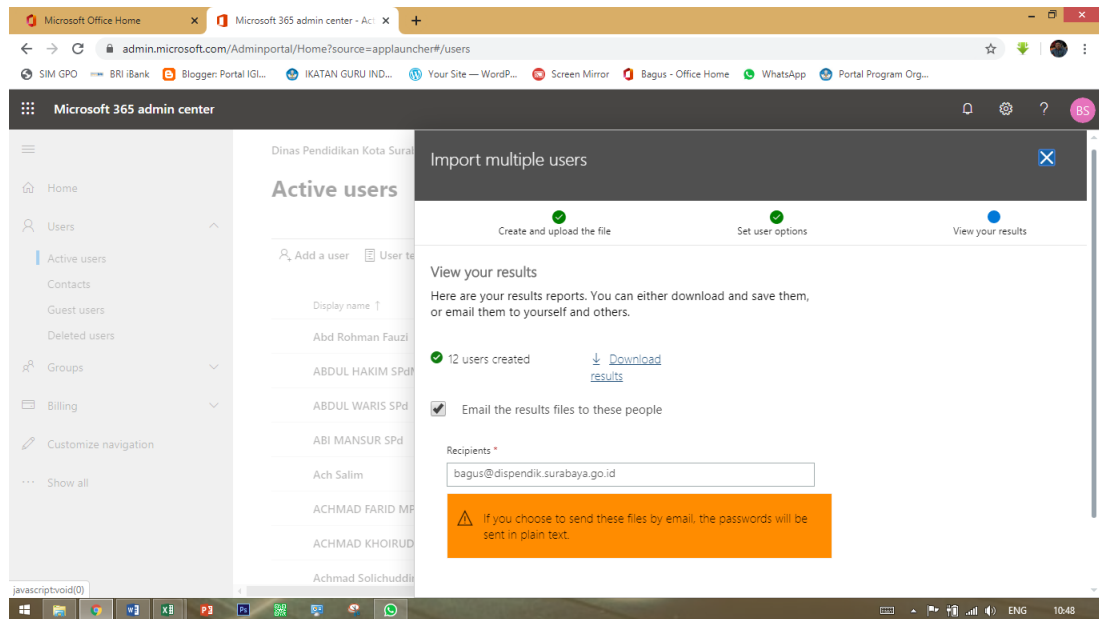
13. Pilih Office 365 A1 for Faculty (Unlimited licenses available) untuk Guru dan Office 365 A1 for Students (Unlimited licenses available) untuk siswa. Kemudian klik next.



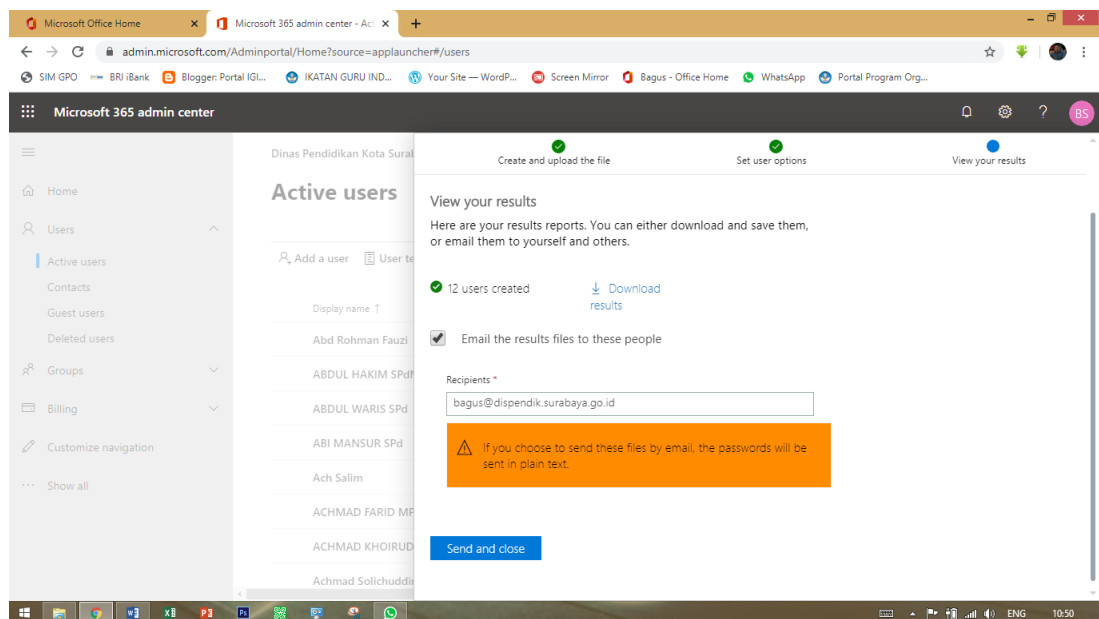
14. Klik Next,



15. Klik download result (file ini berisi user name dan password)



16. Selanjutnya send and closed



17. Selesai sudah pembuatan akun berkelompok