

How to log in to NoodleTools through Microsoft 365

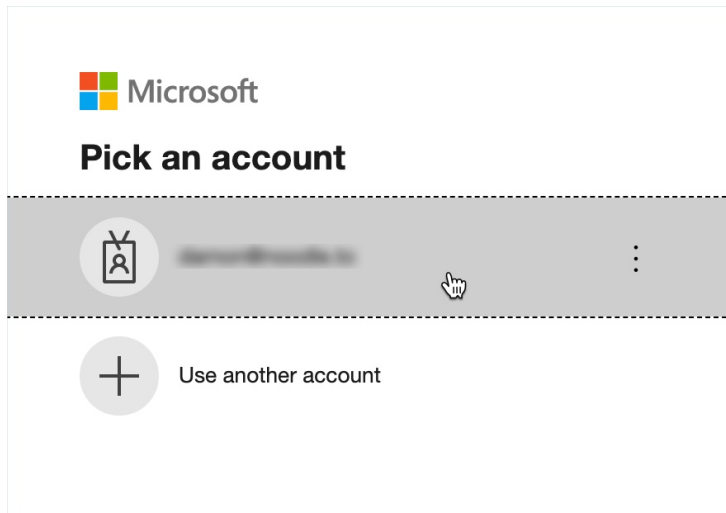
Instructions

Step 1:

Look for the NoodleTools Tile in MyApps

Step 2:

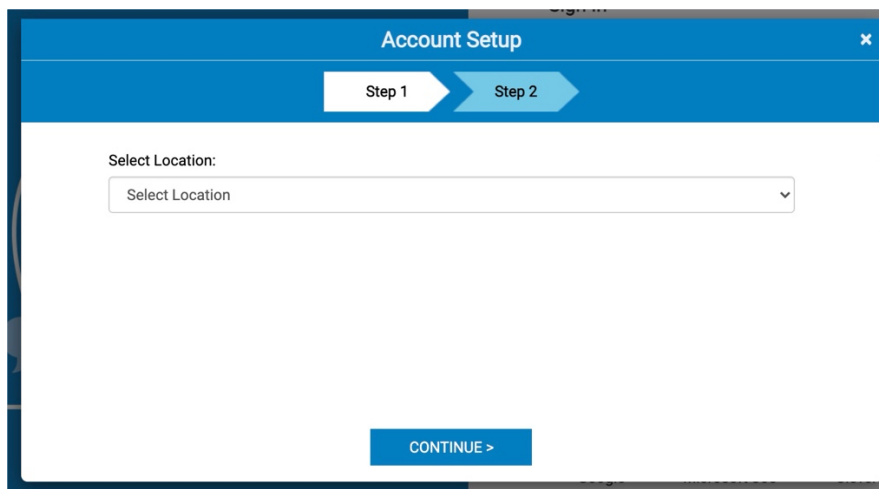
You will be prompted to select your Microsoft 365 account. If your username is not displaying, Click Use another account and sign in with yourusername@wcasd.k12.pa.us and district password.



The "Account Setup" window will open.

Account Setup window, step 1:

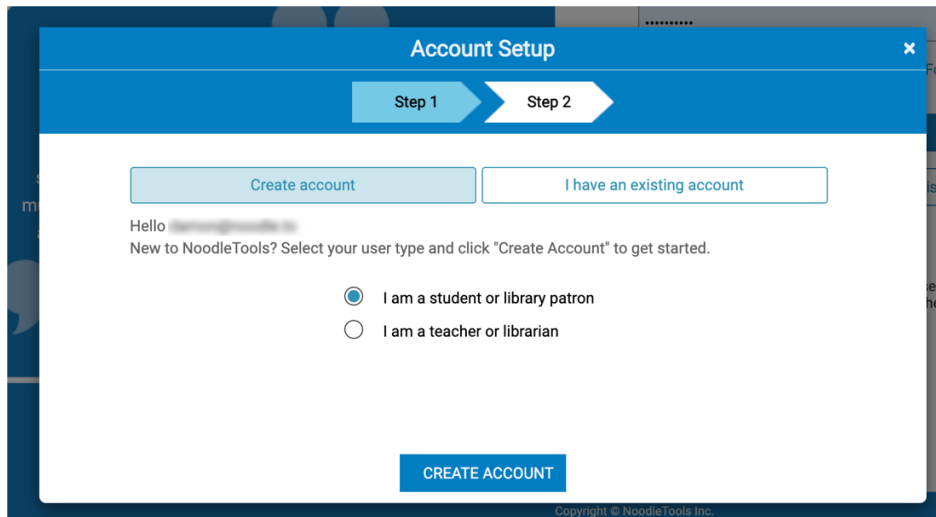
Select your school from the list.



Account Setup window, step 2:

Option 1: Creating a new/empty account

If you are a new user, leave the "Create account" tab selected (default). Choose "I am a student or library patron" (default) or "I am a teacher or librarian." Click **Create Account**.



The screenshot shows the 'Account Setup' window at Step 2. The 'Create account' tab is selected, and the 'I am a student or library patron' radio button is chosen. A 'CREATE ACCOUNT' button is visible at the bottom.

Account Setup

Step 1 Step 2

Create account I have an existing account

Hello [redacted]

New to NoodleTools? Select your user type and click "Create Account" to get started.

I am a student or library patron

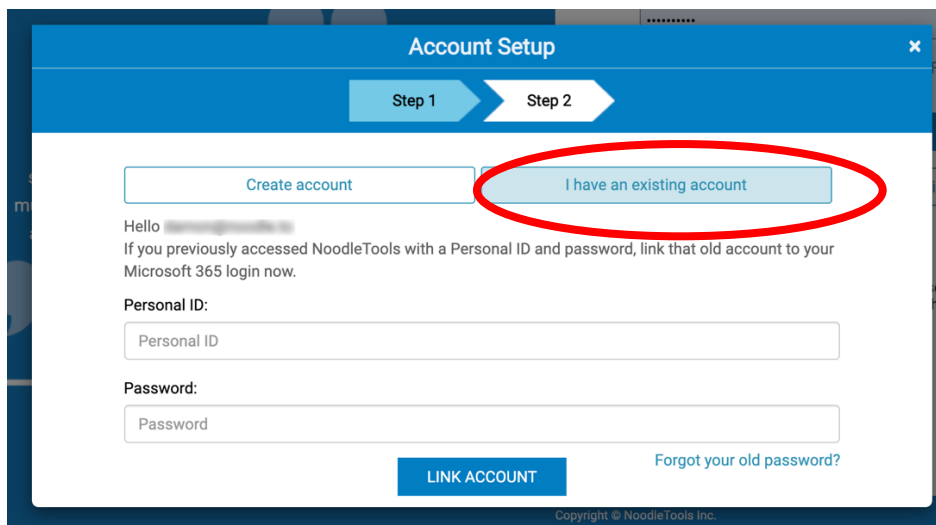
I am a teacher or librarian

CREATE ACCOUNT

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Option 2: Linking to a previously-created account (Capstone Students or Teacher Accounts)

Select the "I have an existing account" tab instead of "Create account." You will be prompted to enter your old Personal ID and password. Click **Link Account**. NoodleTools will link your old account to your Microsoft 365 ID.



The screenshot shows the 'Account Setup' window at Step 2. The 'I have an existing account' tab is selected and circled in red. Below it are input fields for 'Personal ID' and 'Password', and a 'LINK ACCOUNT' button.

Account Setup

Step 1 Step 2

Create account I have an existing account

Hello [redacted]

If you previously accessed NoodleTools with a Personal ID and password, link that old account to your Microsoft 365 login now.

Personal ID:

Personal ID

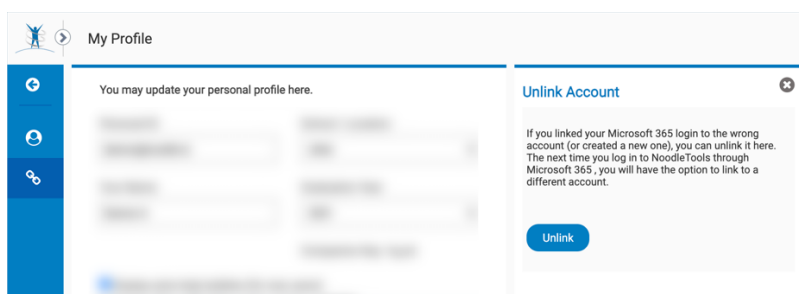
Password:

Password

LINK ACCOUNT

[Forgot your old password?](#)

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The screenshot shows the 'My Profile' page. On the right side, there is a section titled 'Unlink Account' with a close button. It contains text explaining that if a Microsoft 365 login was linked to the wrong account, it can be unlinked here. An 'Unlink' button is located at the bottom of this section.

My Profile

You may update your personal profile here.

Unlink Account

If you linked your Microsoft 365 login to the wrong account (or created a new one), you can unlink it here. The next time you log in to NoodleTools through Microsoft 365, you will have the option to link to a different account.

Unlink