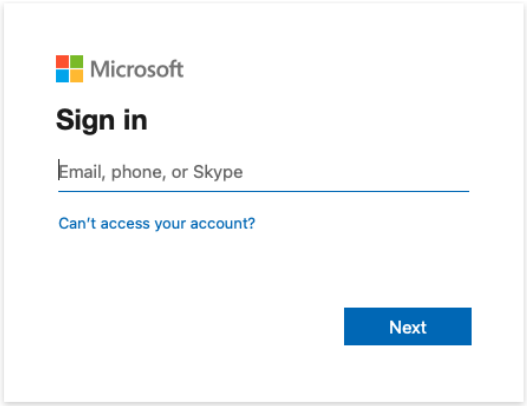
First-Time Log-In Tutorial for The Hive

To access The Hive, go to: https://hive.andover.edu

The log-in screen on the right will appear.

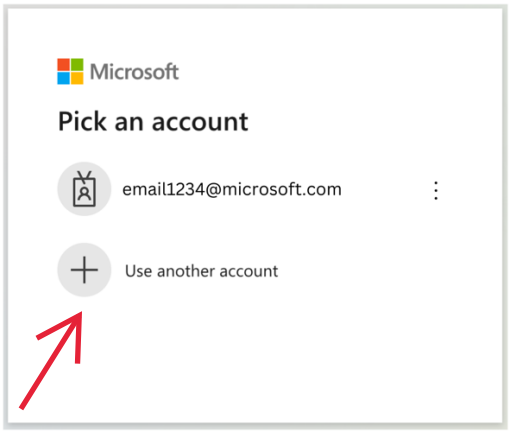


On the Microsoft sign-in screen, enter your current Hive username **and** add **@andover.edu.** This will be your new username name. **Please note, you do not have an Andover email associated with this account. It is simply a username.**

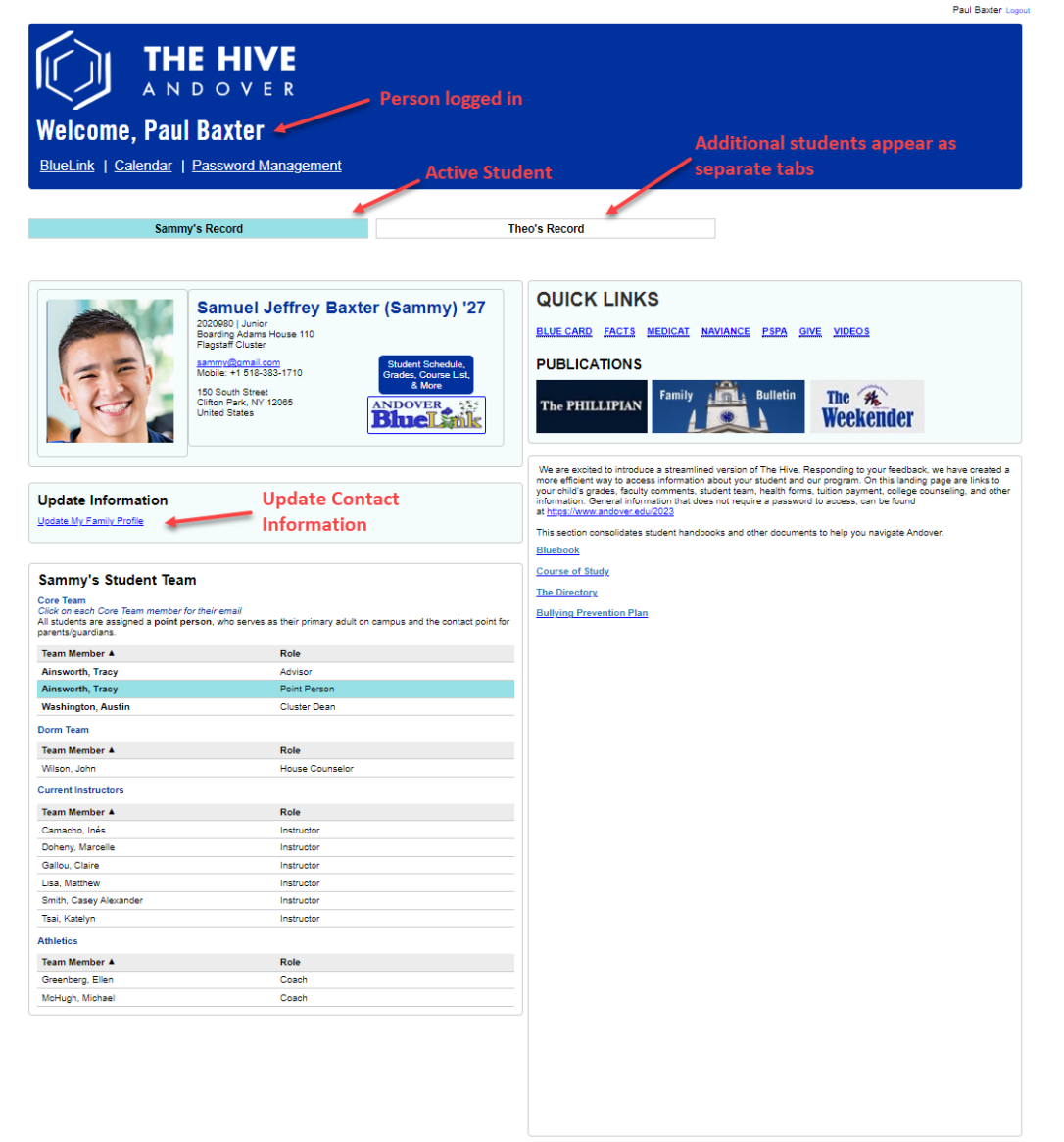
Username Name Example

Old Username: njones1234
New Username: njones1234@andover.edu

If you have an existing email account listed, select **Use another account**. Add your new Hive username.



The 2nd screen will populate your username. Enter the same password that you have been using to access The Hive. There is no change.

Hit **Sign In**.

An example of the landing page of The Hive is below.