

# Getting Started with The Juice

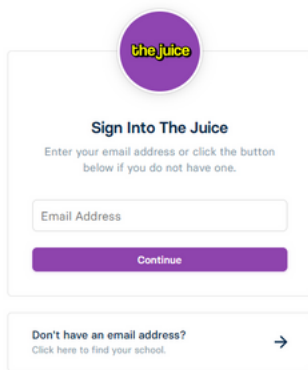
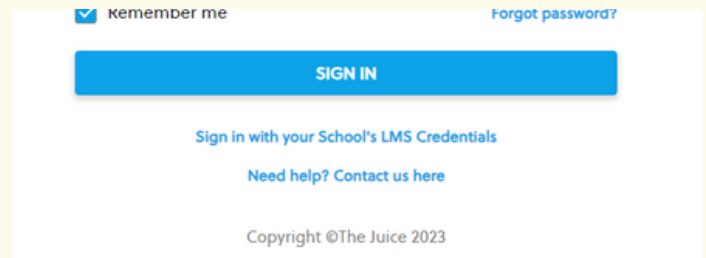
## Teacher Guide: Microsoft

### SSO & Rostering



## Login

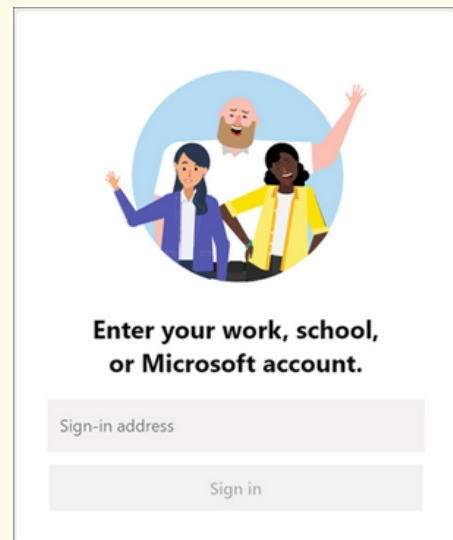
**1** Sign into the Juice via [thejuice.news/sign-in](https://thejuice.news/sign-in) page and select "Sign in with your School's LMS credentials" underneath the sign in button.



**2**

Type in your school-issued email address that is linked to your Microsoft account and click continue.

**3** After entering your email address, you will be brought to the Microsoft Teams login page. Log into Microsoft Teams as you normally would with your email address. You should now be logged into the application.



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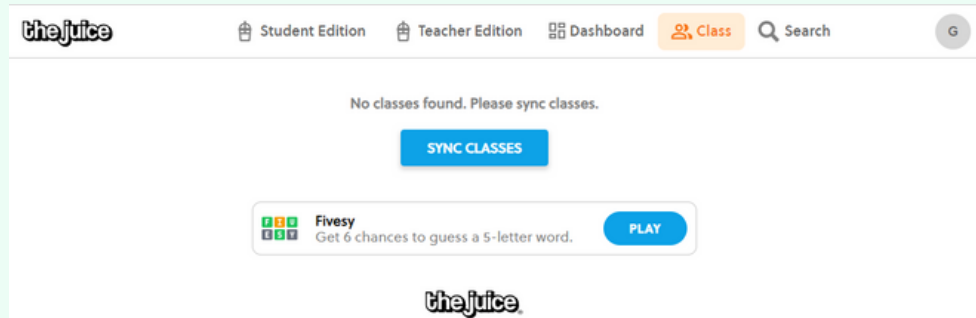
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## SYNC

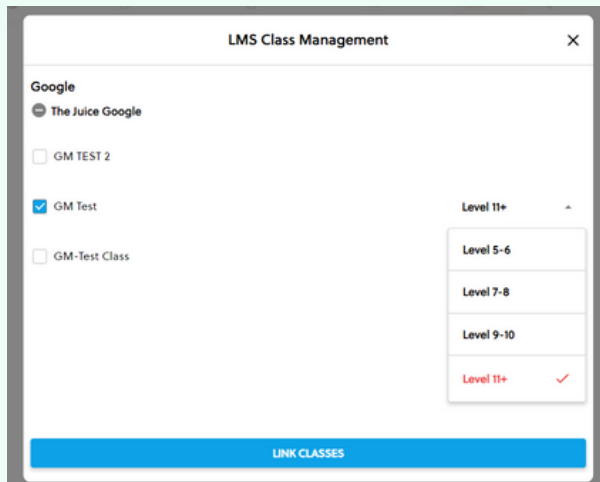
**1** Go to the class tab in the upper navigation and select the 'Sync Classes' button.



**2**

Select your Microsoft account and the classes you would like to sync. You can also set your default class reading level.

Your classes are now synced. Please note: after the initial sync, any changes you make to your roster via adding or removing students will need to happen directly in your LMS. It will take 24 hours for any changes to sync from your LMS roster to your class list in The Juice.



## What to look out for

- I received an error message when trying to login through Microsoft
- My classes aren't syncing
- My classes are not appearing for syncing or within The Juice
- A student is missing from my class in The Juice
- My account says it is deactivated

Need more help? Visit our [FAQ pages](#) or contact support [here](#).