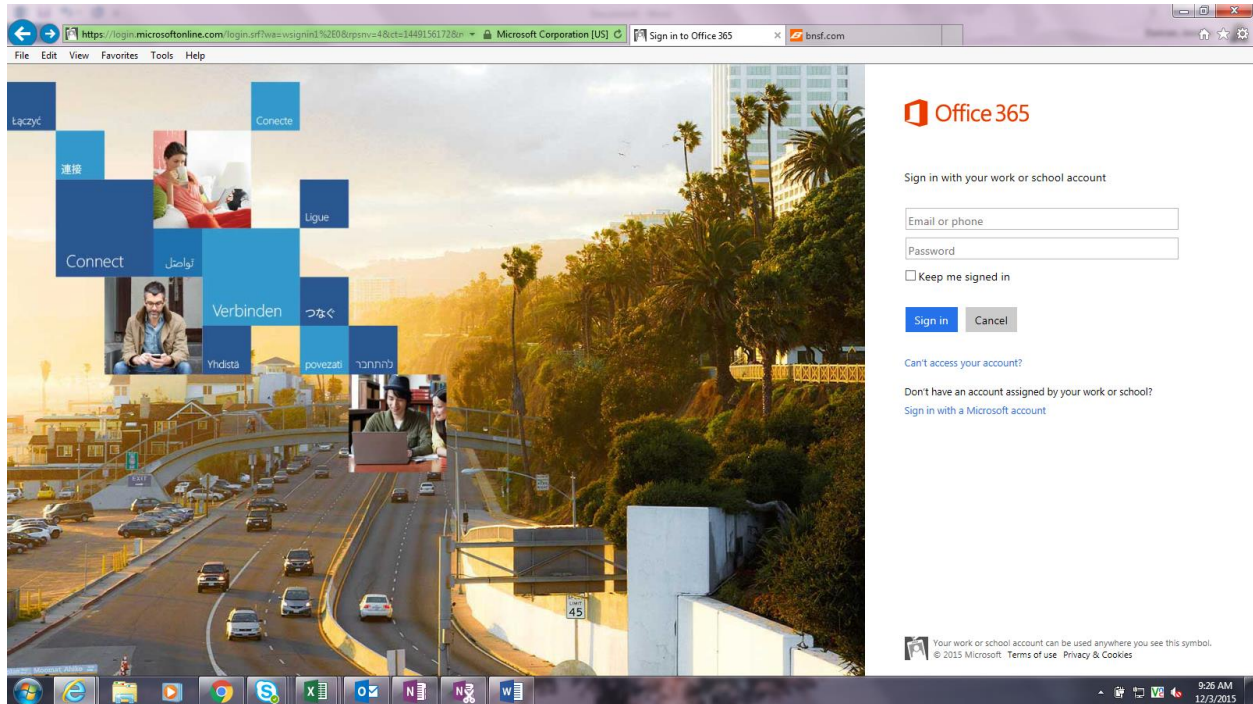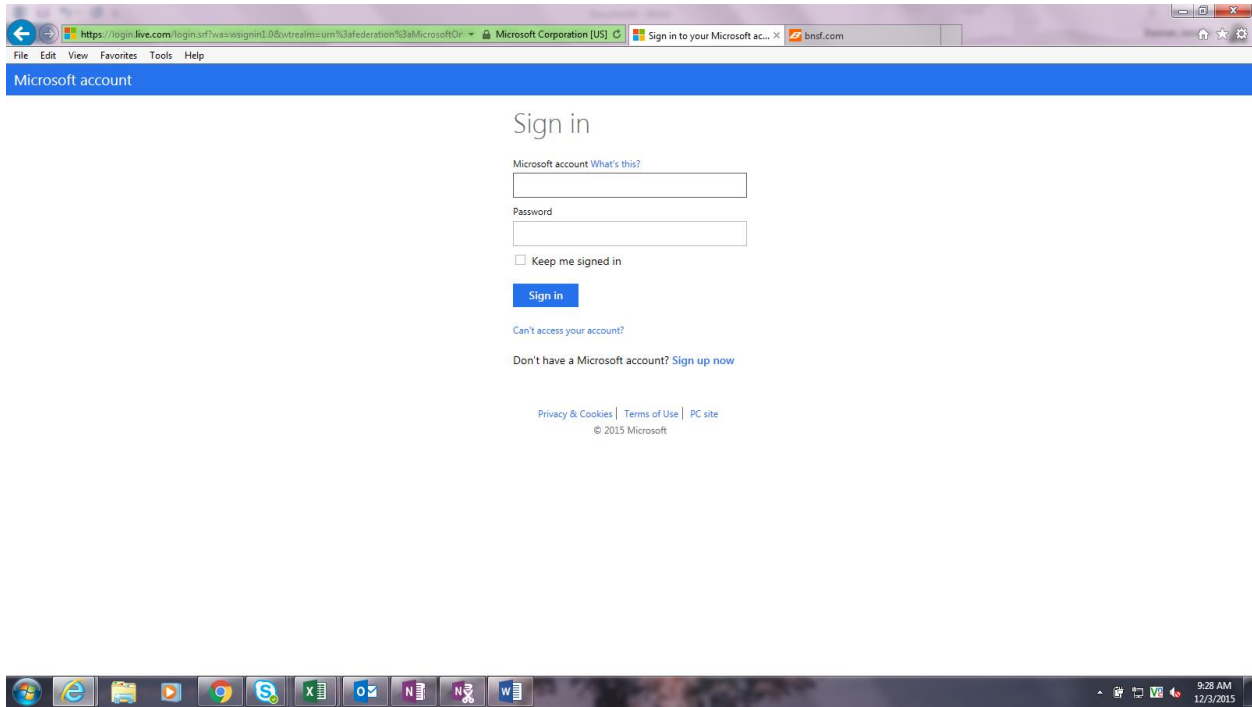# Registering for BNSF TAD Sharepoint

1. Click on **Register Students** and the Office 365 login screen appears.

2. If you already have an Office 365 account through school or work, use it to log in and go to Step 4. Otherwise, select **Sign in with a Microsoft account** and the Microsoft login screen appears.

3. If you already have a Microsoft account, use it to log in and go to Step 4. Otherwise, select **Sign up now** and follow the instructions on screen.

4. Once you are logged into Office 365, your access to the BNSF TAD Sharepoint site will be checked. If you do not already have access, you will see the screen below. Select **Request Access** and a request will be sent to the BNSF TAD Sharepoint admin. Once your request is approved, you will receive an email at the address you used to log into Office 365.

You need permission to access this site.

I'd like access, please.

Request Access