First-Time Log-In Tutorial for The Hive

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