

How to Setup Your Student Gmail Account & Microsoft365 Access

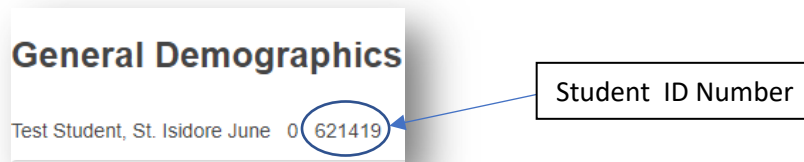
To access the Google Suite of applications and to log into the online Microsoft365.com (formerly, Office365.com) website, a student will need to have both his or her school-provided email address and password. The following information will tell you how to, "construct", both the student email address and its temporary password, and we'll conclude with instructions on converting your temporary password into your, "real", password.

Constructing the Email Address

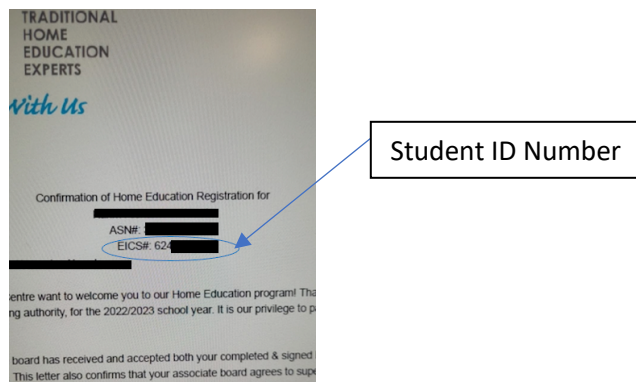
Step 1: Finding the Student ID Number

You can find your student ID number in two places:

A. The parent portal... It is a 6-digit number that will start with a 6.



B. The Confirmation Letter... It is a 6-digit number that will start with a 6.



Step 2: Assembling the Student Email Address

All student email addresses follow the naming structure of, [StudentID]@eics.ab.ca. You will *assemble* the student email address by inserting your Student ID Number into the prefix of the email address (shown above in [StudentID]),

For example, the email address for our, "test student", would be 621419@eics.ab.ca.

Step 3: *Assembling* the Temporary Password

Each student has a pre-created, "Temporary Password", to use, and the parent or student will need to follow these instructions for the purpose of *assembling* the student's temporary password.

Our computer system generates each student's unique temporary password by using the following formula, which uses all lowercase letters with no spaces.

The Formula:

Temporary Password = silc [First two letters of the first name][First two letters of the last name][Two-digit day of the month from birthdate]

Example

First Name: John

Last Name: Doe

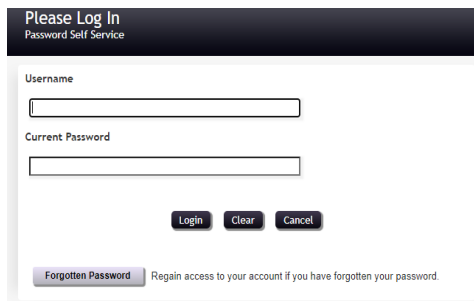
School: SILC (all THEE homeschoolers)

Birthdate: Jan 9, 2010

New password: silcjodo09 (all lowercase and no spaces)

Step 4: Converting the Temporary Password into the "Real" Password

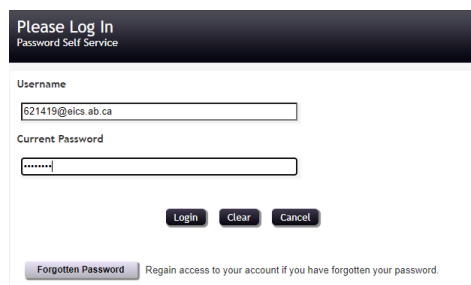
A. Go to <https://password.eics.ab.ca>



The screenshot shows a login form titled "Please Log In Password Self Service". It contains two input fields: "Username" and "Current Password". Below the fields are three buttons: "Login", "Clear", and "Cancel". At the bottom, there is a link for "Forgotten Password" with the text "Regain access to your account if you have forgotten your password."

B. The, "Username", is your EICS email address that you assembled in Step 2, and the, "Current Password", is currently your temporary password that you assembled in Step 3.

For example, our test student's entry items would look like this:



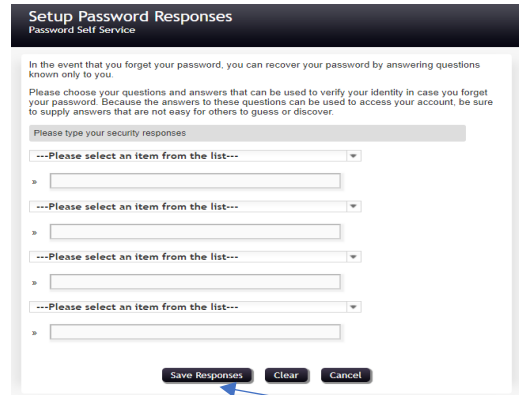
This screenshot shows the same login form as above, but with example data entered. The "Username" field contains "621419@eics.ab.ca" and the "Current Password" field contains "*****". The "Login", "Clear", and "Cancel" buttons are visible below the fields, along with the "Forgotten Password" link at the bottom.

C. Click the, "Login", button.

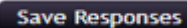


D. You will then be prompted to change your password.

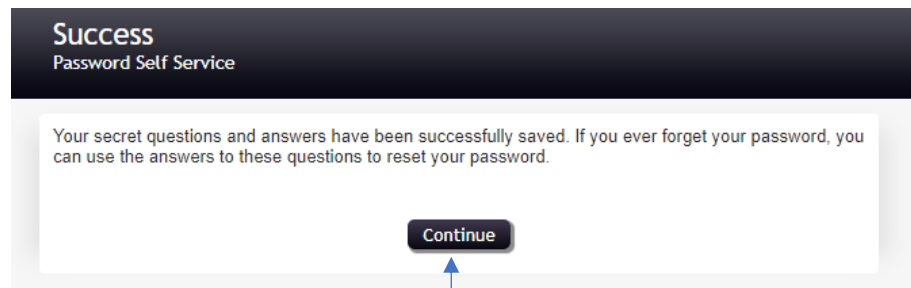
E. Select your security responses.



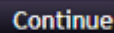
F. When you have finished selecting your security responses, you will need to save them by clicking the, "Save Responses", button.



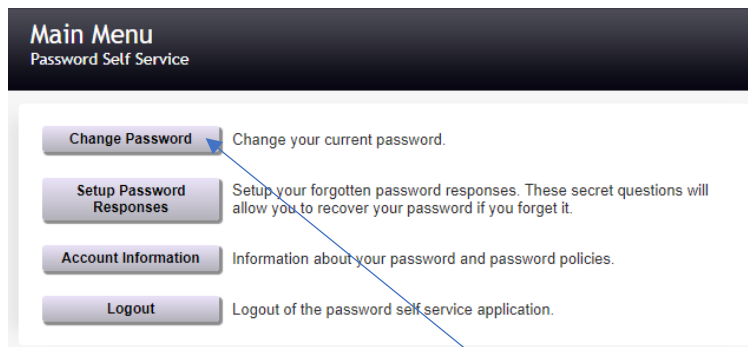
G. Immediately after you have clicked on, "Save Responses", you will see the following, "Success, Password Self Service", screen.



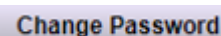
H. Click the, "Continue", button.



I. You will now see the, "Main Menu", window:



J. Click the, "Change Password", button.



K. You will now see the, "Change Password", window:

Change Password
Password Self Service

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 7 characters long.
- Must not include part of your name or username.

» [Password Guide](#)

» [Auto-generate a new password](#)

New password accepted, please click change password

New Password

..... Strength: Weak

Confirm Password

.....

L. You are now ready to determine what your, "real", password will be. Enter your chosen, "real", password into the, "New Password", entry field. New Password

M. Re-enter your, "real", password into the, "Confirm Password", entry field.

N. Click on the, "Change Password", button to tell the computer system to change your password from the temporary password to your, "real", password.

O. You will now see the, "Success", screen

Success
Password Self Service

Your password has been changed successfully.

P. Click the, "Continue", button.

You are done!

With your newly constructed Gmail email address and password, you can now log into your (1) Gmail account ... full instructions provided at <https://thee.ca/resources/#thee-specific-resources>.

(2) Microsoft 365 account ... full instructions provided at <https://thee.ca/resources/#thee-specific-resources>