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

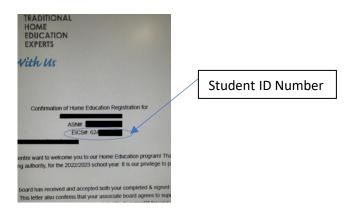
Step 1: Finding the Student ID Number

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: Oce 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

Current Password	Isername	
Login Clear Cancel	urrent Password	
Login Clear Cancel		
		Login Clear Cancel
		Login Clear Cancel

B. The, "Username", is your 6-digit EICS student number from Step 1, 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:

Username			
621419			
Current Password			
	 	Г	

- C. Click the, "Login", button.
- D. You will then be prompted to change your password.
- E. Select your security responses.

Setup Password Responses Password Self Service
In the event that you forget your password, you can recover your password by answering questions known only to you. Please choose your questions and answers that can be used to verify your identity in case you forget
Prease choose your questions and answers that can be used to verify your identity in case you torget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.
Please type your security responses
Please select an item from the list *
3
Please select an item from the list +
>Please select an item from the list *
Please select an item from the list 👻
3
Save Responses Clear Cancel

- F. When you have finished selecting your security responses, you will need to save them by clicking the, "Save Responses", button. Save Responses
- G. Immediately after you have clicked on, "Save Responses", you will see the following, "Success, Password Self Service", screen.

Succes Password S	S Self Service
	questions and answers have been successfully saved. If you ever forget your password, you answers to these questions to reset your password.
	Continue
	ntinue", button.

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

Η.



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

Change Password assword Self Service
lease 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 neet 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 Confirm Password
••••••••••••••••••••••••••••••••••••••
Change Password Clear Cancel

- 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.
	Continue
Ρ.	Click the, "Continue", button. Continue

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 <u>https://thee.ca/resources/#thee-specific-resources</u>.

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