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

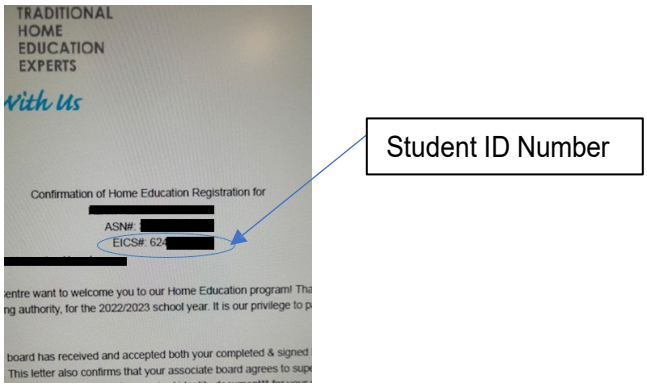
Step 1: Finding the Student ID Number

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.

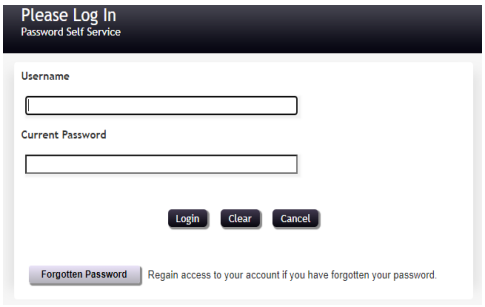
The Formula:
Temporary Password = thee [First two letters of the first name][First two letters of the last name][Two-digit day of the month from birthdate]

Example
First Name: John
Last Name: Doe
School: THEE (all THEE homeschoolers)
Birthdate: Jan 9, 2010

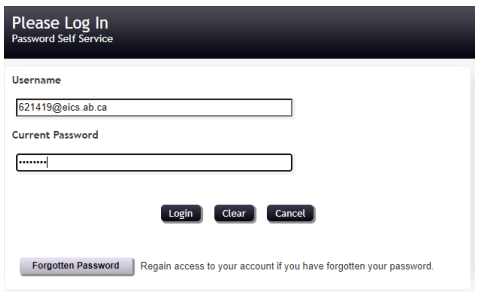
New password: theejodo09 (all lowercase and no spaces)

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

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



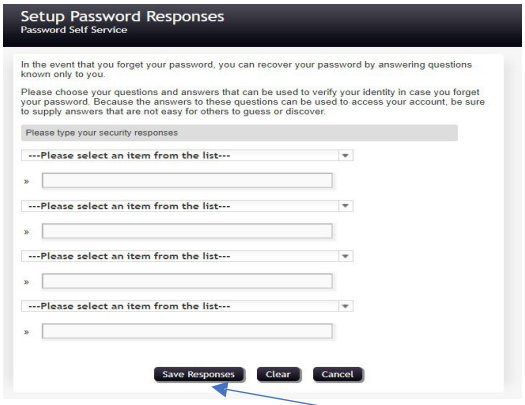
B. The, "Username", is your EICS email address that you assembled in Step 2, and the, "Current Password", is currently your temporary password that you assembled in Step 3.
For example, our test student's entry items would look like this:



C. Click the, "Login", button. 

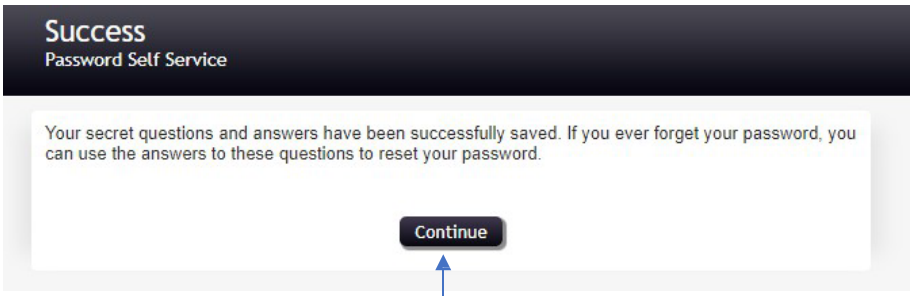
D. You will then be prompted to change your password.

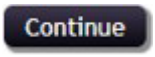
E. Select your security responses.



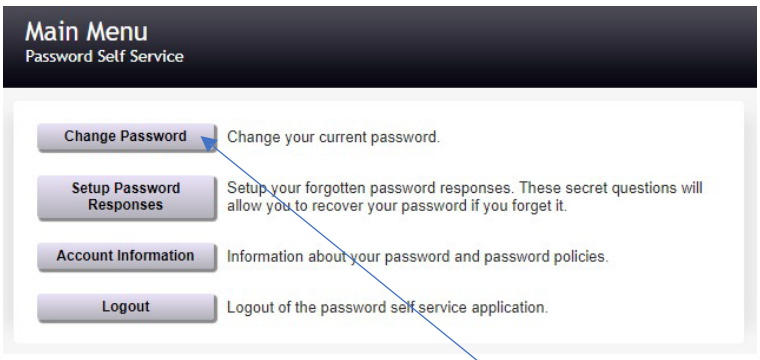
F. When you have finished selecting your security responses, you will need to save them by clicking the, "Save Responses", button. 

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



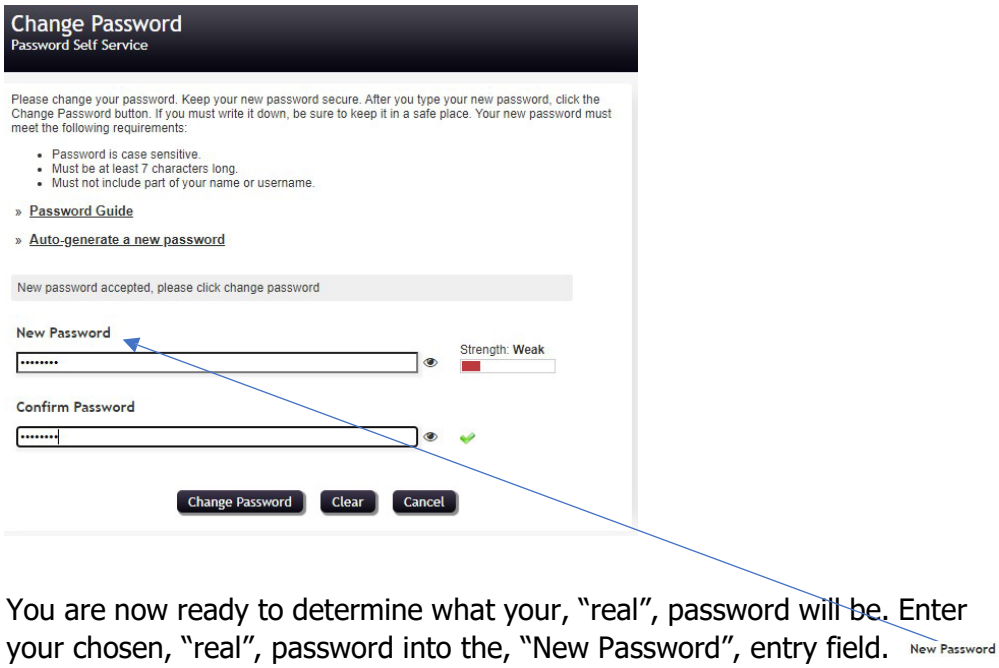
H. Click the, "Continue", button. 

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



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

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

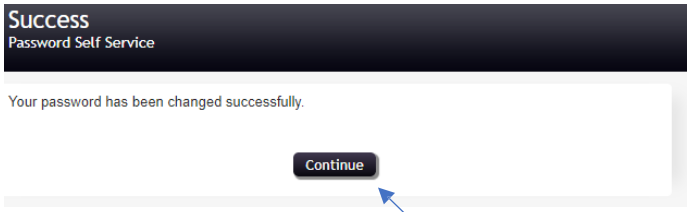


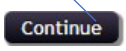
L. You are now ready to determine what your, "real", password will be. Enter your chosen, "real", password into the, "New Password", entry field.

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



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