Welcome to Mt. Doug Secondary!

"Student Accounts" Set Up for NEW students

Student Digital Accounts Set Up

*NOTE: Please follow the steps in order.

STEP 1: Set Up **School District 61 Account** (SD61)

What is it?
This account gives you **Computer and Wifi** access in our school district. It is also needed for using the **"Student Connect"** app, which is used for providing consent for use of digital tools in our district (see below).

a. This needs to be active **BEFORE** setting up a G-Suite (**Google** Workspace) for Education account.
b. Your "Username" is your **student number** (it's on your timetable). If you don't know if your account is active, you can confirm this at this website: School District Account
c. Your "Password" needs to be one that you will remember. If you forget, you can reset here. If you need help setting your password, ask a teacher or administrator to help you through "Tools for Schools".

STEP 2: Set up your school **Google Account** and give consent for Use of "Google Workspace for Education" Products

What is it?
This district Google account gives you access to **Google products** that your teacher may want you to use for class activities.

a. Click here to start and sign in with your SD61 username (student number) and new password (that you created in step 1).

Your student number

b. You will need to grant consent for use of Google products through the "Student Connect" App.

c. Scroll and find **"Google Workspace for Education"**. Click on this.

d. Read and click "Grant Consent" button (green one).
e. Confirm that you are granting consent (yes or no)
f. "Copy" or take note/photo of your **Google Workspace user name**.
g. Your password is temporarily set as: **getnewword**.
    You will be prompted to change this when you first "sign in" to a Google product (like Gmail).
h. Be patient, this Google account may not activate for a few minutes.
i. Try "signing in" to a Google product (like gmail).

STEP 3: Set up **My Ed BC** Student Portal Account

What is it?
This account gives you access to your student records database (courses, attendance, report cards)

a. Login to My Ed BC here.
b. "Login ID" is your Student Number
c. Your initial password is temporarily generated by the system and should have been emailed to your sd61learn.ca email account. (If you have not received this email, please contact the MD office.)
d. You will be prompted to reset your password.
e. Be sure to closely follow the guidelines for **NEW** password creation.

STEP 4: Set up **Mt. Doug Secondary Library Account**

What is it?
This account gives you access to our Library Learning Commons Catalogue and Resources.

Click **HERE** to log into your library account.

When you log into your account, you can:
● See what you have signed out & check your due dates.
● See if you have overdues or fines.
● Place a hold on a book.
● Write a review for a book.
● Recommend a book to a friend.
● Create a lists of books to read or share.

STEP 5: Set up **School WiFi**

What is it?
School Wifi gives you access to the SD61 Wifi Network on a personal mobile device.

● Use this resource to set up your personal device:

[Wifi Set-Up for all mobile devices](#)
- ○ iPhone
- ○ iPad,
- ○ Android phone or tablet
- ○ Chromebook
- ○ Mac or Windows computer

STEP 6: Set up **Email Forwarding**

What is it?
With your School Google account (sd61learn) you are given a gmail account. If you do not think you will check that email account, you can set up email forwarding to your primary email address (hotmail, qq, yahoo, shaw, additional gmail, etc).

- ● The instructions to set up Email forwarding for your Google account (sd61learn) are [HERE](#).