

# Welcome to Mt. Doug Secondary!



QR This doc!

## "Student Accounts" Set Up for NEW students

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### 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).

- This needs to be active **BEFORE** setting up a **Google Workspace for Education** account.
- 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 with a staff member through “Tools for Schools”.
- Your “Password” needs to be one that you will remember. If you need help setting your password, ask a teacher or administrator to help you through “Tools for Schools”.

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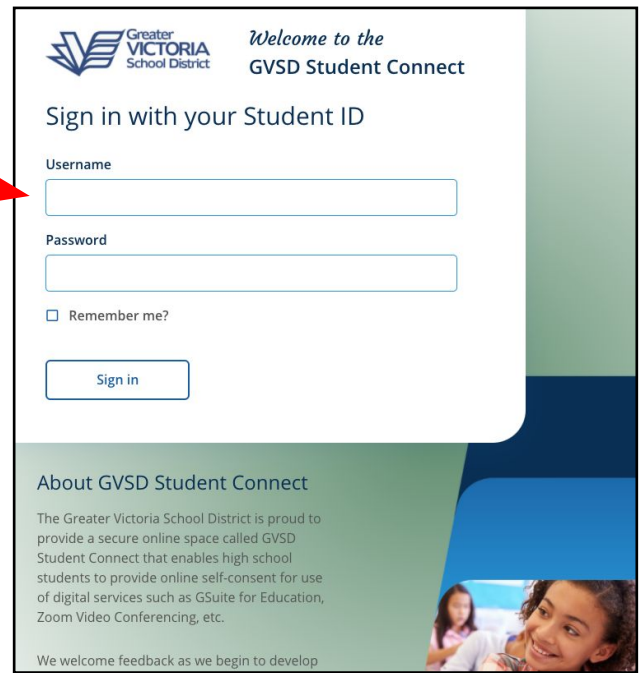
**STEP 2:** Set up your school Google Account and give consent for Use of “Google Workspace for Education” Products



#### 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**

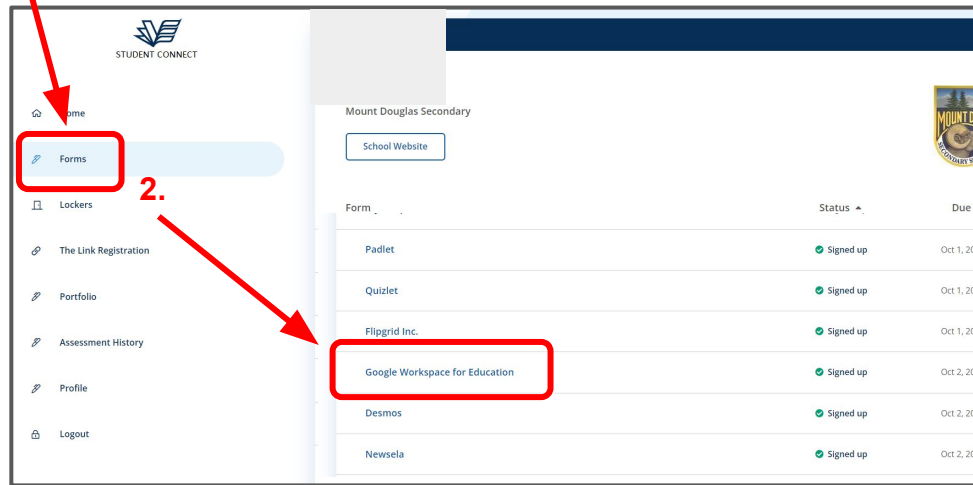


b. You will need to grant consent for use of Google products through the “Student Connect” App.

c. In left menu, choose: 1. “Forms”. Then 2. Scroll and find “Google Workspace for Education”. Click on this.

1.

2.



d. Read and click “Grant Consent” button (green one).

e. Confirm that you are granting consent (yes or no).

f.

g. “Copy” or take note/photo of your **Google Workspace user name**.

h. Your password is temporarily set as: **getnewword**.

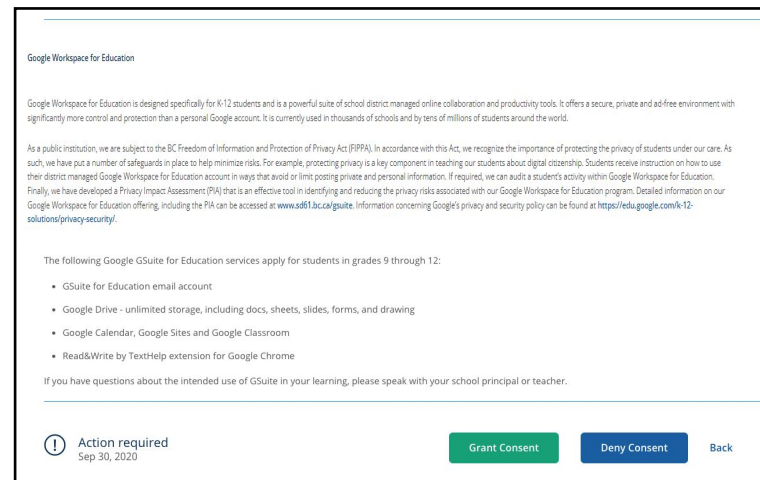
i.

You will be prompted to change this when you first “sign in” to a Google product (like Gmail).

j. Be patient, this Google account may not activate for two hours.

k.

l. To test, 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.

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### **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

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## **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 regularly, 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](#).

Liam Evans  
Mount Douglas Secondary



School Website

Form	Status	Due Date
Zoom Video Conferencing	✔ Signed up	Sep 30, 2021
Khan Academy	✔ Signed up	Sep 30, 2021
Mathletics	✔ Signed up	Sep 30, 2021
EduBlogs	✔ Signed up	Sep 30, 2021
Adobe Creative Cloud	✔ Signed up	Sep 30, 2021
Yabla	✔ Signed up	Oct 1, 2021

Home

Forms

Lockers

The Link Registration

Portfolio

Assessment History

Profile

Logout

Padlet ✔ Signed up Oct 1, 2021

Quizlet ✔ Signed up Oct 1, 2021

Flipgrid Inc. ✔ Signed up Oct 1, 2021

Google Workspace for Education ✔ Signed up Oct 2, 2021

Desmos ✔ Signed up Oct 2, 2021

Newsela ✔ Signed up Oct 2, 2021

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**Student:** Liam Evans **Status:** Consent Granted  
**Due date:** Oct 2, 2021  
**Username:** 1301348@sd61learn.ca **Initial Password:** getnewword

**Google Workspace for Education**

Google Workspace for Education is designed specifically for K-12 students and is a powerful suite of school district managed online collaboration and productivity tools. It offers a secure, private and ad-free environment with significantly more control and protection than a personal Google account. It is currently used in thousands of schools and by tens of millions of students around the world.

As a public institution, we are subject to the BC Freedom of Information and Protection of Privacy Act (FIPPA). In accordance with this Act, we recognize the importance of protecting the privacy of students under our care. As such, we have put a number of safeguards in place to help minimize risks. For example, protecting privacy is a key component in teaching our students about digital citizenship. Students receive instruction on how to use their district managed Google Workspace for Education account in ways that avoid or limit posting private and personal information. If required, we can audit a student's activity within Google Workspace for Education. Finally, we have developed a Privacy Impact Assessment (PIA) that is an effective tool in identifying and reducing the privacy risks associated with our Google Workspace for Education program. Detailed information on our Google Workspace for Education offering, including the PIA can be accessed at [www.sd61.bc.ca/gsuite](http://www.sd61.bc.ca/gsuite). Information concerning Google's privacy and security policy can be found at <https://edu.google.com/k-12-solutions/privacy-security/>.

The following Google Workspace for Education services apply for students in grades 9 through 12:

- Google Workspace for Education Gmail account
- Google Drive - unlimited storage, including docs, sheets, slides, forms, and drawing
- Google Calendar, Google Sites and Google Classroom
- Read&Write by TextHelp extension for Google Chrome

If you have questions about the intended use of Google in your learning, please speak with your school principal or teacher.

✔ Signed up  
Nov 23, 2020 9:22 AM - By School

Revoke Consent

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