Onboarding Guide for Student iCON
For Sec 1 to Sec 3

DIFFERENCES BETWEEN ICON EMAIL AND MS TEAMS EMAIL

MS Teams Email	iCON Email
Use to login to MS Teams	To activate your Personal Learning Device when we rollout in July
yourname@qtss.edu.sg	yourname@students.edu.sg

IMPORTANT TO NOTE

* You will have to log out MS Teams first from your mobile phone before attempting to go onboard iCON

➤Your CMs will provide you with your Student iCON email.

➤Your Default password for iCON will be: **2021Qtss1234**

➤Important - The Student iCON email is **NOT USE FOR** your MS Teams.

➤You will **NEED TO ACTIVATE** your Student iCON email to support the rollout of your Personal Learning Device (PLDs) in June.

IMPORTANT TO NOTE

You will be prompted to change your IAMS password, please use back the same password you used to login for MS Teams.

➢Important to **REMEMBER THE PASSWORD** as it is needed to support the rollout of your Personal Learning Device (PLDs) in July.

➢**Scan the QR Code if you need any technical support or you need help reset your IAMS password.**

ACTIVATING YOUR ICON EMAIL

➤ The following slides are to guide you on how to activate your iCON email.

➤ You must activate it before 5th July.

➤ Failure to activate your icon email will result in the delay in getting your PLD.

ACTIVATING YOUR ICON EMAIL VIA MOBILE PHONE

You can log in Student iCON via this QR code *or* this link : https://workspace.google.com/dashboard

You <u>can</u> log in via:

 ***Your browser** on your mobile phone.

*For Android devices,
logging via Microsoft Edge and
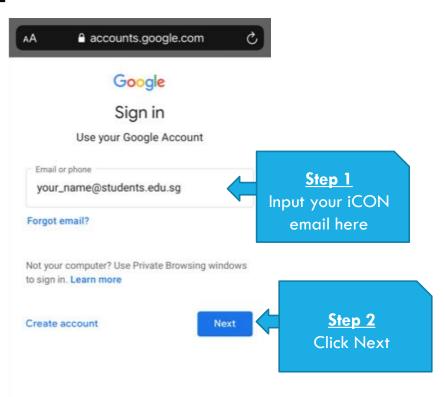Firefox browsers is recommended.*

For iphone, please use Safari

IMPORTANT
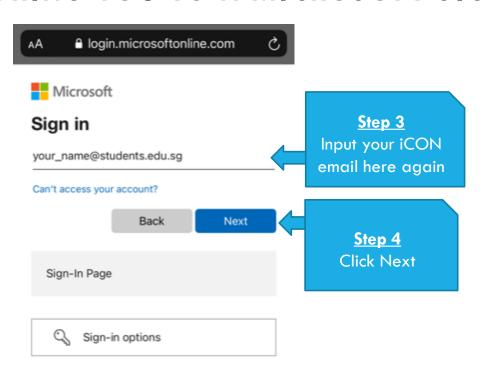
➢*For Android user, Can only login via Microsoft Edge or Firefox browsers.*

➢*For iphone user, please use Safari.*
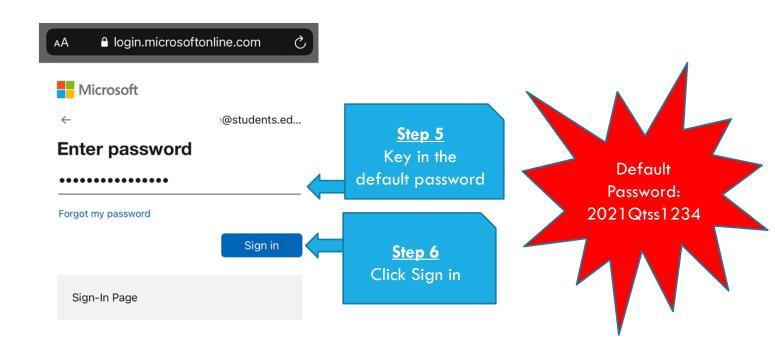
AFTER SCANNING THE QR CODE, INPUT YOUR ICON EMAIL

IT WILL BRING YOU TO A MICROSOFT SIGN IN.

SIGN IN WITH THE DEFAULT PASSWORD

AA   🔒 login.microsoftonline.com   ↻

Microsoft

←   @students.ed...

Enter password

●●●●●●●●●●●●●●●●

Forgot my password

Sign in

Sign-In Page

Step 5
Key in the default password

Step 6
Click Sign in

Default Password: 2021Qtss1234

NEW PASSWORD GUIDELINE
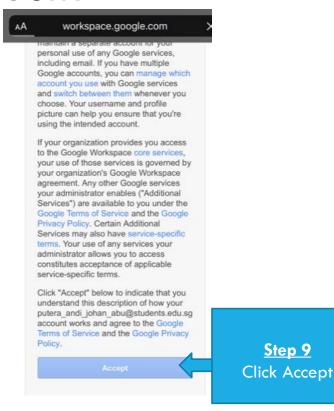
3. **"Password Change doesn't meet Password Policy"** prompt
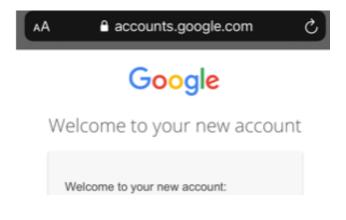**Remind the Student the IAMS Password Policy:**
1. Password must be **8-24 characters** long.
2. Password must contain **at least 1 lower case letter.**
3. Password must contain **at least 1 numeric character.**
4. Password must contain **at least 1 uppercase letter.**
5. Password must contain **at least 2 alphabetic characters.**
6. Password **must not be one of 3 previous passwords.**
7. Password **must not match or contain first name.**
8. Password **must not match or contain last name**
9. Password **must not match or contain user ID.**
10. Password expires every 360 days. Users will be alerted via email 7 days before the expiry date.
11. Maximum of 5 login attempts are allowed.
12. The password has to be changed after subsequent password resets.

SETUP WITH A NEW PASSWORD

login.microsoftonline.com

Microsoft

@students.edu.sg

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

Sign-In Page

Default Password: 2021Qtss1234

Step 7
Key in the default password

Step 8
Key in a new password

Tips! You can use the same password as MS Teams so you won't forget it.

ACCEPT YOUR NEW ACCOUNT

AA 🔒 accounts.google.com ↻

Google

Welcome to your new account

Welcome to your new account:

AA workspace.google.com ✕

maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Workspace core services, your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your putera_andi_johan_abu@students.edu.sg account works and agree to the Google Terms of Service and the Google Privacy Policy.

Accept

Step 9
Click Accept

YOUR ICON IS ACTIVATED AND PLEASE LOG OUT OF THE ACCOUNT

Step 10
Click here to go to signout page

Step 11
Click to sign out

ICON EMAIL PASSWORD

Please Take Note:

Your New Password for your iCON email is the same password when you login to the school laptop.

SCAN THE QR CODE IF YOU NEED HELP!

SCAN ME