

Onboarding Guide for Student iCON v1.1 | 26 February 2021

Knowing your Student iCON email address*

* **not** your school's email address (@canberrasec.net)

Your email address is: Full Name@students.edu.sg

For example: goh_teck_puat@students.edu.sg

- a. Any space in the full name will be replaced with an underscore.
- b. If full name have words such as “Bte” and “s/o”, they will not appear in the email address.
- c. Limited to the first 4 words as given in NRIC/FIN.
- d. If students share the same full name, a numerical number is added (e.g. Jon_Tan_1, Jon_Tan_2) to differentiate their email addresses.

Instructions

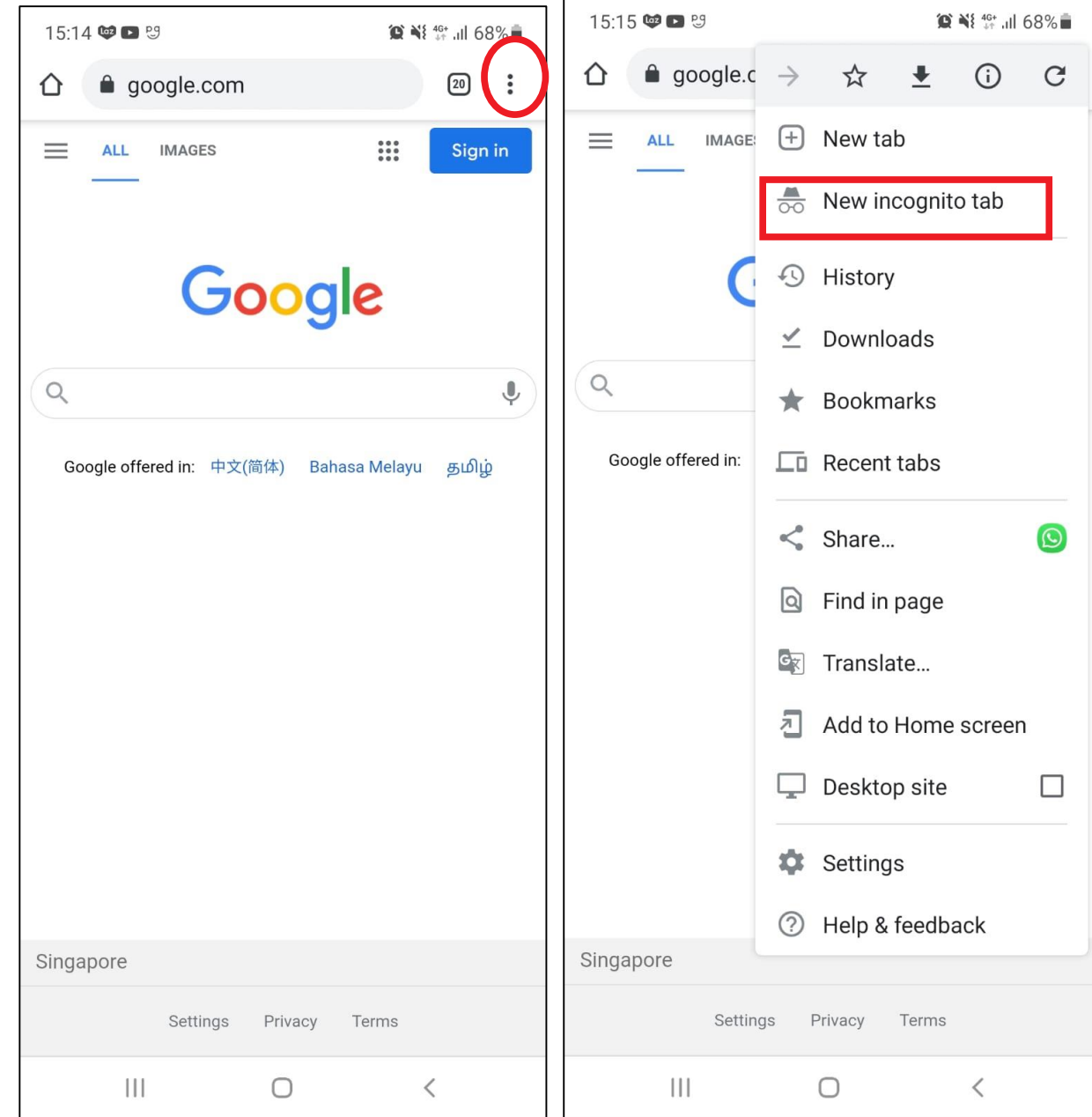
1. Your phone should have access to the internet
2. Launch the browser*

* Important for Android phone users:

After launching the browser, click on the 3-dots and launch a new **incognito** page to enter the URL given.

3. Go to the URL

<https://workspace.google.com/dashboard>



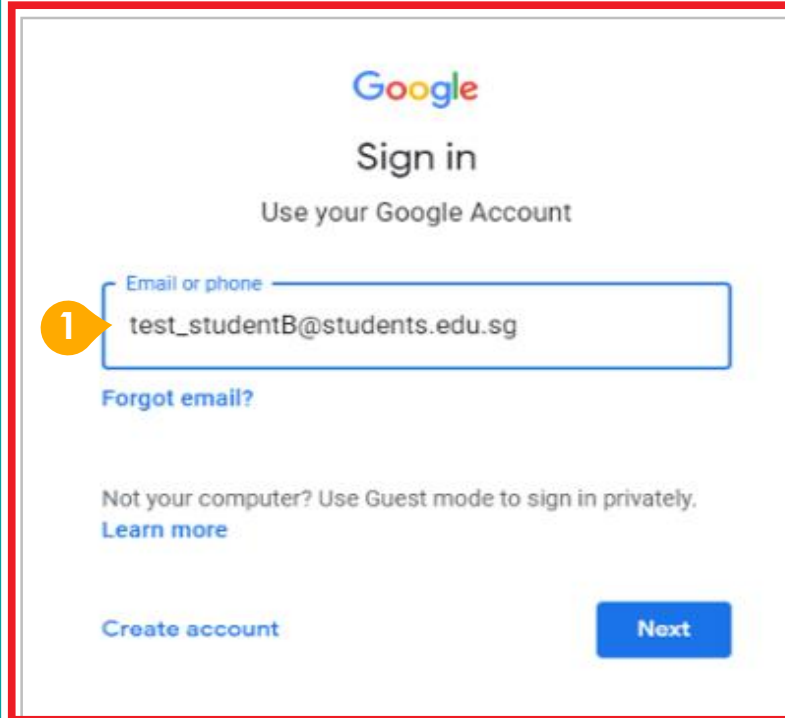
Onboarding Student iCON

- 1 Enter your **Student iCON email address**. Click **Next**.
- 2 You will be directed to the **Microsoft sign in** page to authenticate your credential.

Enter your **Student iCON email address** again and click **Next**.
- 3 Enter your **IAMS password** and click **Sign in**.

! If you encounter issues during login, please refer to Annex A for troubleshooting instructions.

*Note that mobile apps such as Gmail app and Apple Mail app are not supported in the pilot phase.



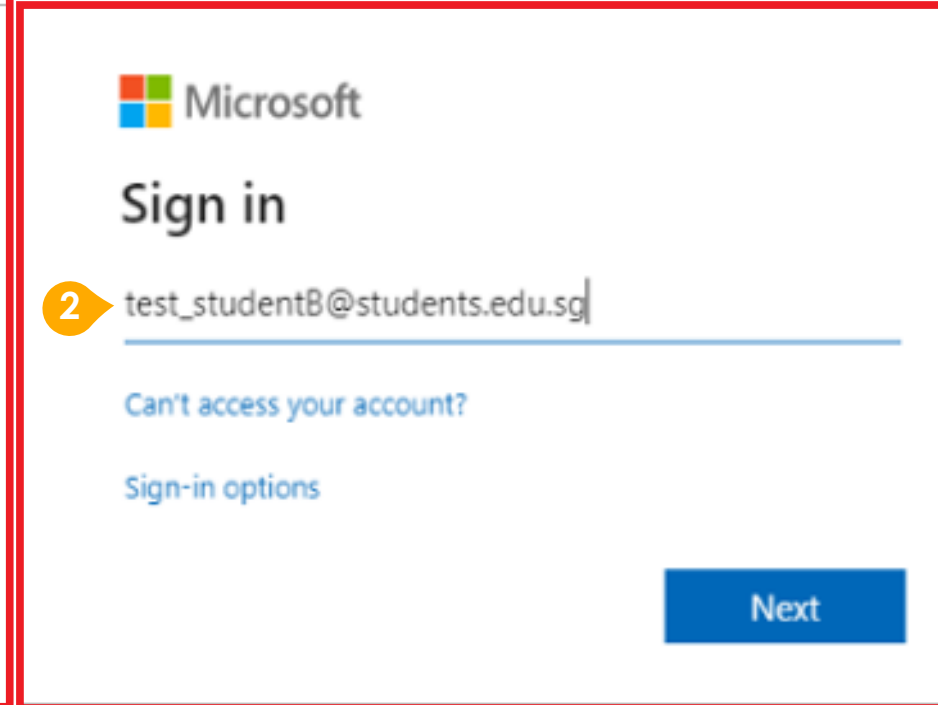
Google
Sign in
Use your Google Account

1 Email or phone
test_studentB@students.edu.sg

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)



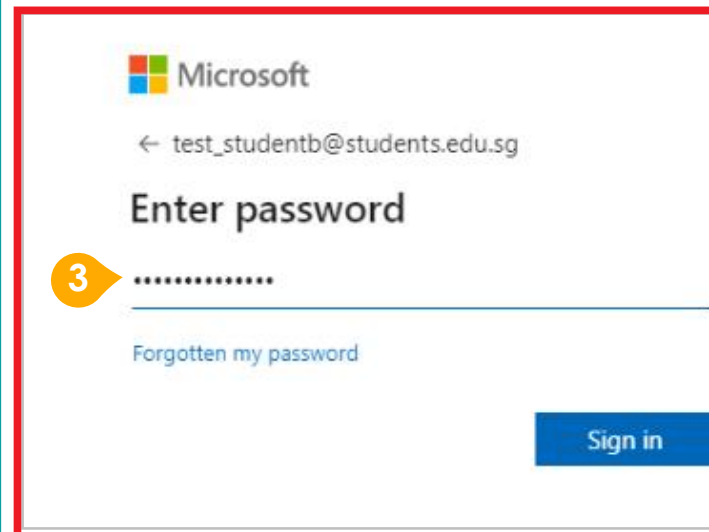
Microsoft
Sign in

2 test_studentB@students.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)



Microsoft
← test_studentb@students.edu.sg

Enter password

3

[Forgotten my password](#)

[Sign in](#)

Onboarding Student iCON

If you have reset your IAMS password before, please continue to step 4. If you have not reset your password, please proceed to step 5.

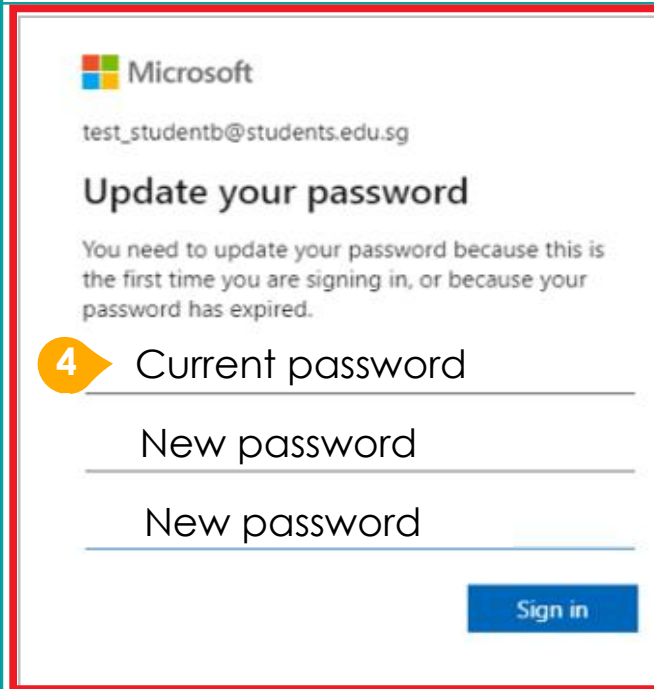
4 You will be promoted to input your **current password** in the first field followed by your **new password in the second and third field.**

Click **Sign in** to proceed.

5 Click **Yes** to proceed.

6 To acknowledge the message, click **Accept**. Take note of the terms and conditions in the use of this email account.

7 You will be directed to **Google Workspace Dashboard page**. To ensure that the onboarding is complete, see page 6.



Microsoft

test_studentb@students.edu.sg

Update your password

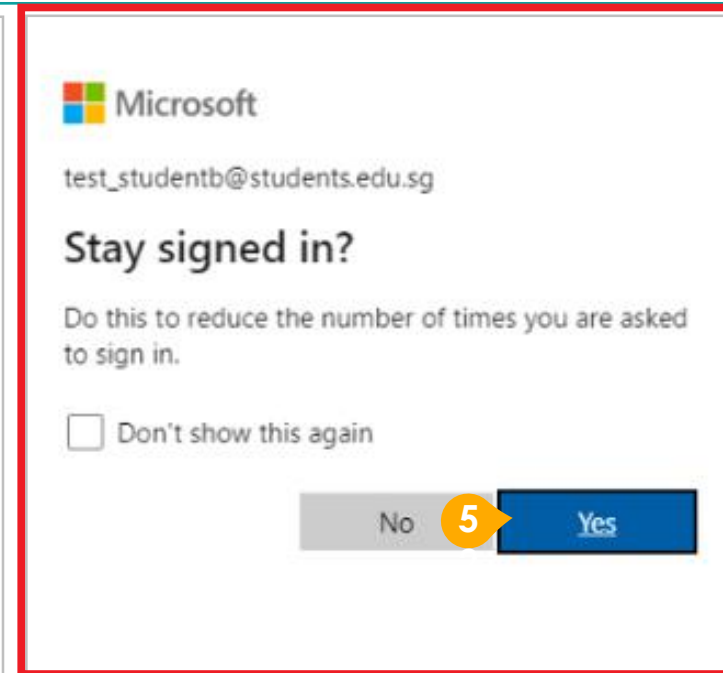
You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password

New password

New password

Sign in



Microsoft

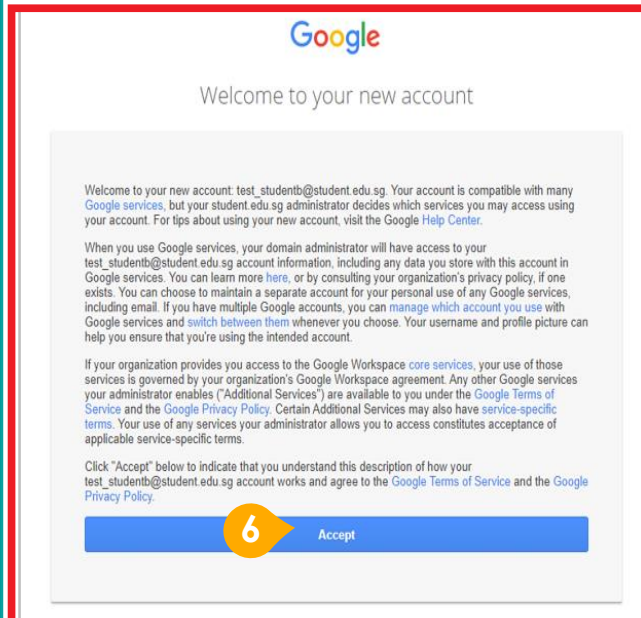
test_studentb@students.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No 5 Yes



Google

Welcome to your new account

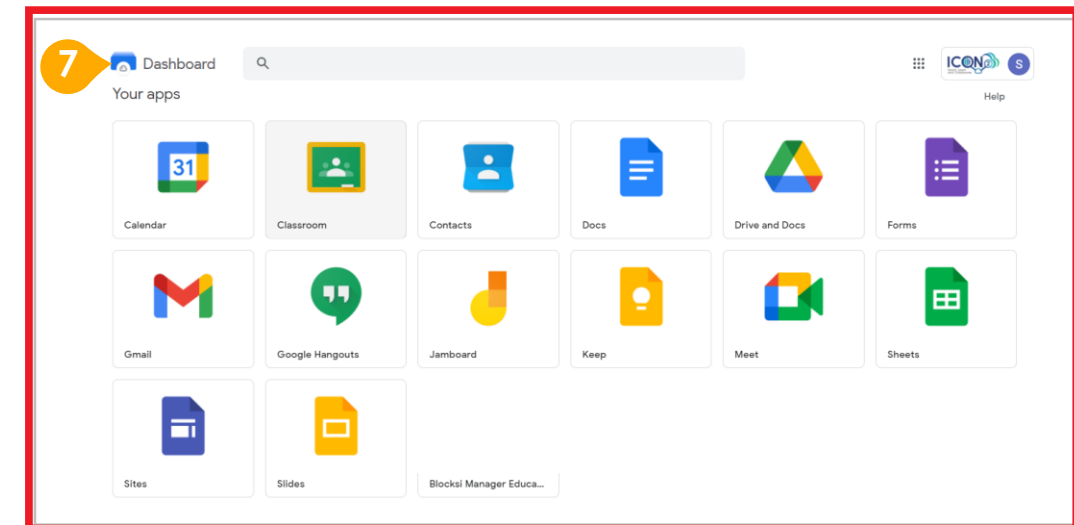
Welcome to your new account: test_studentb@student.edu.sg. Your account is compatible with many Google services, but your student.edu.sg administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test_studentb@student.edu.sg account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to 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 test_studentb@student.edu.sg account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

6 Accept



7 Dashboard

Your apps

Calendar Classroom Contacts Docs Drive and Docs Forms

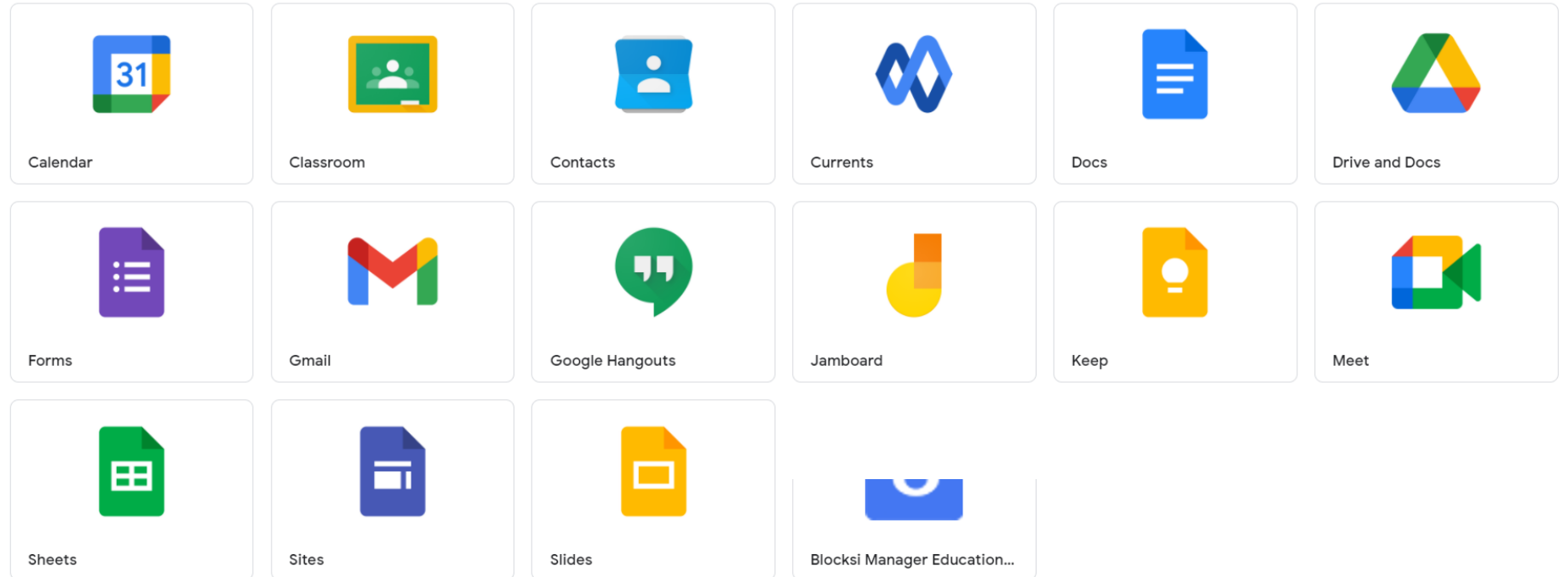
Gmail Google Hangouts Jamboard Keep Meet Sheets

Sites Slides Block Manager Educa...

Apps available for Secondary

1 You should see these apps on the dashboard*.

1 Your apps



! If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

* The Google Workspace Dashboard Page shown on the right is correct as of 19 February 2021. The apps shown may vary from time to time by Google.

Possible issues you may encounter when onboarding to Student iCON.

For issues A to C, please report it to your teacher who will log a case with SSOE Service Desk:

A When you use a web browser to visit a Google app on your dashboard and see this error message.

B The email address you have provided for the Google or Microsoft Sign In page cannot be found.

ANNEX A1 – Troubleshooting instructions for potential onboarding issues



We are sorry, but **you do not have access to Gmail**. Please contact your Organization Administrator for access.



Sign in

Use your Google Account

Email or phone

test_student@students.edu.sg



Couldn't find your Google Account



Sign in



This username may be incorrect. Make sure that you typed it correctly. Otherwise, contact your admin.

test_student@students.edu.sg

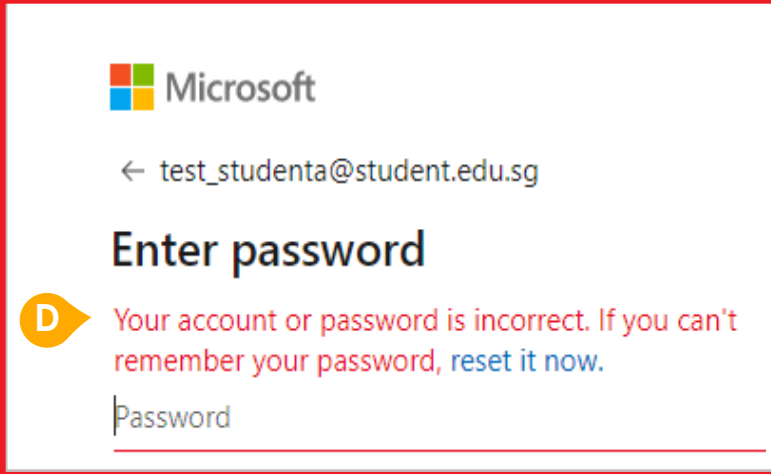
Possible issues you may encounter when onboarding to Student iCON.

For issue D, E or other IAMS password-related issues, e.g. forgotten password or inactive account, please approach Ms Linda or Mr Allan Teh at the library to reset your password.

D The password you have provided is incorrect.

E Your account has been locked out due to keying in the incorrect password too many times.

ANNEX A2 – Troubleshooting instructions for potential onboarding issues



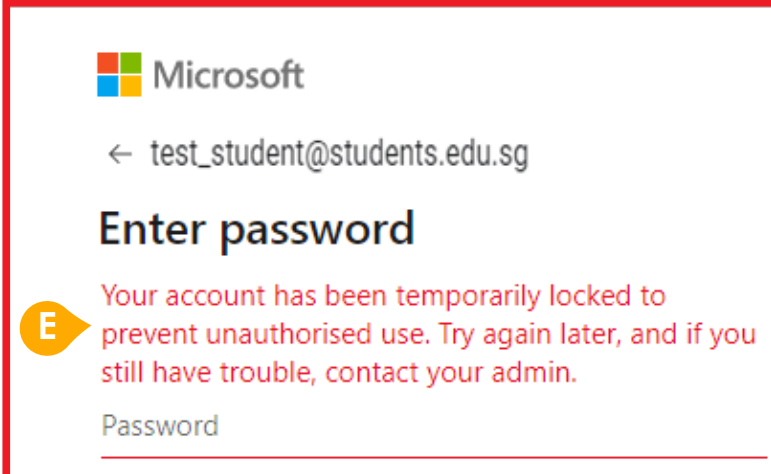
Microsoft

← test_studenta@student.edu.sg

Enter password

D Your account or password is incorrect. If you can't remember your password, [reset it now](#).

Password



Microsoft

← test_student@students.edu.sg

Enter password

E Your account has been temporarily locked to prevent unauthorised use. Try again later, and if you still have trouble, contact your admin.

Password