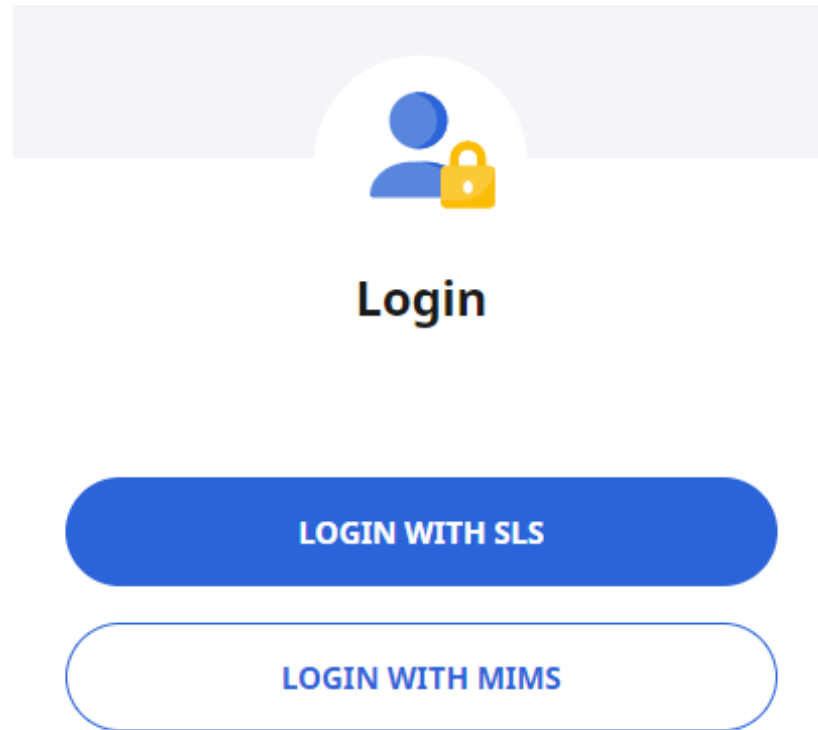


Updates on Icon Onboarding Primary 2 to Primary 6

22 January 2024_updated on 22 February 2024



Student Icon Account = Student MIMS Account

- Please take note that the Student Icon Account is also known as the MIMs account.
- Newly transfer students may have used their MIMS accounts to log into SLS in their previous schools.
- Should they or their parents seek your help to have their MIMS accounts to be unlocked or MIMS password to be reset, please WhatsApp either June or Serena.
- To ensure that they are able to log into their SLS account in the meantime, teachers can inform them of their SLS username and reset their password.

One Student ICON Account and Password For These:



LOGIN TO SCHOOL'S LAPTOPS

Username: BC no OR Student Icon Email Address
From March 2024 onwards, use of BC will be phased out for login to SSOE 2 devices and MOE applications onboarded to MIMS.

Password: Student Icon Password

Due to data privacy and security, each student will have a unique password.

E.g. Primary3dl is no longer used for all class students

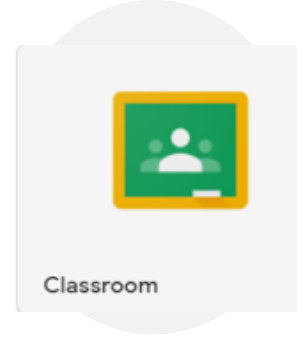
Do NOT ask James or Nizam (DEs) to reset password. ONLY June or Serena to reset Student Icon Password



SLS ACCOUNT

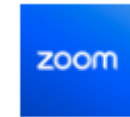
NB:
Students can continue to use their SLS account login details.

Teachers can still reset students' SLS passwords.



STUDENT ICON GOOGLE APPS E.G GOOGLE CLASSROOM

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



ZOOM ACCOUNT SIGN-IN FOR AUTHENTICATION

NB:
For Semester 1 HBL, students from selected levels will have to use their student icon account to log in for authentication.

More details will be provided at a later date.

Reset of Student Icon Password- SOP 1

Scenario 1: At home/ 3 days before ICT-based Lesson

1. Before assigning online homework or before ICT-based lesson in school, teachers are to get students to go home and check that they are able to sign into Student Icon account:
<https://workspace.google.com/dashboard>
2. Student/Parent informs teacher that Student Icon/MIMS password needs to be reset.
3. Teacher WhatsApps June/Serena student's name (avoid full name) and class.
4. Teacher to class dojo parent to **check their PG under Announcement within 1-3 working days, excluding PH and school holidays.**
5. June/Serena to enable account and reset password and PG parent (with default reset password) and **Guide to Set Up New Icon Password at Home for Parents**

NB: Teachers are highly encouraged to inform students/parents 3 days in advance to try to log into their Icon account at home:

If they are not able to do so, teachers can WhatsApp 2 days in advance for June/Serena to reset to default password for them.

Suggested Message to parents:

Dear Parents,

We will be having an ICT-based lesson on _____.
Before this date, please ensure that your child is able to sign into:

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

using his/her Student Icon Account.

Please ClassDojo me if your child needs to reset his/her password. Check your PG under Announcement within 1-3 working days, excluding PH and school holidays for password to be reset and for you to set up a new password for your child. Tku

Reset of Student Icon Password- SOP 2

Scenario 2: In school

(Avoid Scenario 2 where possible; Use SOP 1 if Serena/June are not be available to reset on the spot for you; Please do not ask James and Nizam to reset.)

1. Student informs FT/Subject teacher he/she has forgotten password to sign into SSOE laptop/google sign-in.
2. FT/Subject teacher to WhatsApp June/Serena.
3. June/Serena to enable account and reset password.
4. FT/Subject teacher will be informed by WhatsApp the default reset password.
5. FT/Subject teacher to provide the student with the default reset password and the **Letter To Inform Parent of Student Icon Password Reset** to record his/her new password.

NB: All FTs, please collect a set of the Letter To Inform Parent of Student Icon Password Reset from the GO from 23 Jan to 26 Jan. Place the set of letters in your class. Please inform your subject teachers where you will be keeping them, in case they need to issue during their lessons.

Letter To Inform Parent Of Student Icon Password Reset

The contents of this handout is Private and Confidential.

Date: _____

Dear Parent of _____ Class: _____

Your child's student icon password has been reset in school today.

To ensure future smooth logins in school and at home, we seek your help in:

1. Ensuring that your child has memorised his/new password and knows how to type it out accurately
2. Keeping this handout safely at home for you/your child's future reference, if needed

New password: _____

(Student, please write new password down before you type out the new password)

New password must contain:

- 1) Upper case character
- 2) Lower case character
- 3) At least 12 characters
- 4) Must not contain your child's name
- 5) Must not be overly complex; your child must be able to remember it.

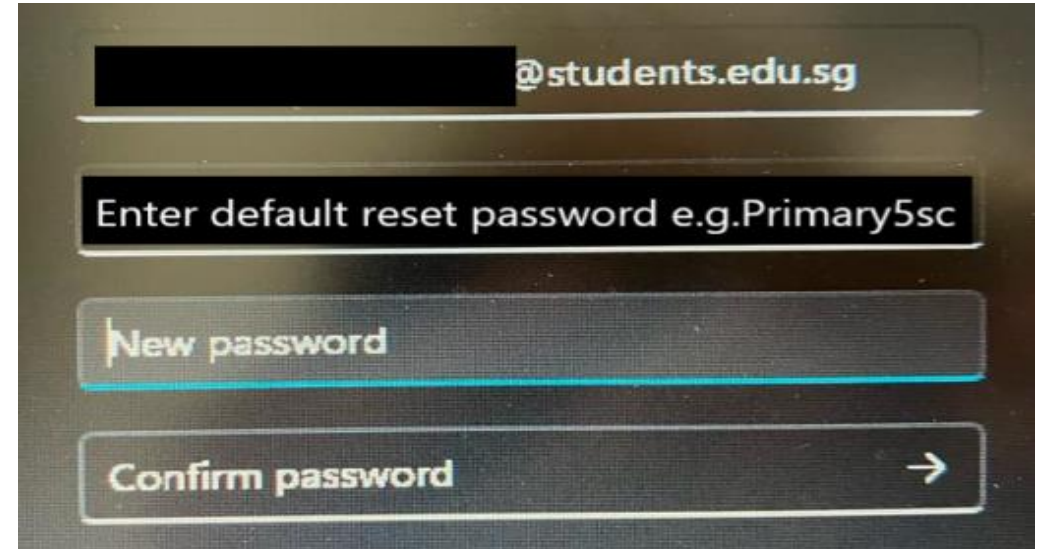
6. Student signs in with the default class generic password.
7. Student will type out the new password with reference to the handout. **Teachers of lower primary students, please assist them for steps 6 to 7.**

6. The teacher who requested for the password reset must send ClassDojo this message to inform the parents if June/Serena informs you of the reset password during your lessons:

Dear Parent, please take note that today, your child has requested for a reset of his/her Student Icon Password.

Please take note of his/her new password by referring to the Letter To Inform Parent of Student Icon Password Reset that has been given to him/her today.

Please ensure your child to memorises his/her password to avoid future reset of password and for a smoother learning experience in class.



The image shows a mobile application interface for a password reset. At the top, there is a text input field containing a blacked-out email address followed by "@students.edu.sg". Below this is a label "Enter default reset password e.g.Primary5sc". Underneath the label is a text input field for the "New password". At the bottom is another text input field for the "Confirm password", which includes a right-pointing arrow icon on its right side.

Apps available for Primary 1 to 3

▶ Your apps

Help



Calendar



Classroom



Contacts



Docs



Drive and Docs



Forms



Jamboard



Keep



Meet



Sheets



Sites



Slides

Apps available for Primary 4 to 6

1 Your apps

Help



Calendar



Classroom



Contacts



Docs



Drive and Docs



Forms



Gmail



Jamboard



Keep



Meet



Sheets



Sites



Slides

FAQ

1. What is Student ICON ?

Student ICON is a suite of Google apps including email (for P4-P6 students **ONLY**) and other app services such as Google Classroom and Docs.

This account will be the common student identity for all MOE Central systems and utilised by students from primary schools to junior colleges / Millennia Institute.

In addition, with the planned upcoming Home-based learning, selected level students will have to sign into Zoom with their student icon account for authentication.

Your child's username has been printed on a white sticker label. The sticker label has been given to your child to paste in his/her school handbook. If your child has forgotten his/her password, please Classdojo the Form Teacher.

FAQ_updated on 22 February 2024

2. Will email accounts be provisioned for all students?

No. To ensure students are adequately protected from cyber threats such as engagements from strangers and cyber bullying, the email account will **NOT** be provisioned for P1, P2 and P3 students.

Email accounts for P4, P5 and P6 will be provisioned but **they can only send or receive emails internally within all MOE domains such as moe.edu.sg, students.edu.sg, schools.gov.sg and moe.gov.sg.**

This is to limit the cyber wellness exposure such as strangers writing to the students.

Please do not use the Student Icon Email Address to sign up for competitions unless you have verified with the organisers that they use the MOE domains mentioned above for email correspondence.

If they do not use the MOE domains, your child will not be able to receive important competition information from them. The organisers will also not be able to receive any email sent out by your child using the Student Icon Email Address

FAQ

3. Can my child in P4, P5 or P6 use this email to sign up or install any web-based or mobile applications?

No. Students will **NOT** be able to use this email to sign up or install any web-based or mobile applications as they won't be able to receive emails outside MOE domains as stated in the point above.

As a good practice, students should always consult their parents or teachers before installing any applications or games on their devices.

FAQ

4. What should I do when my child encounters one of the following problems:

- **Student Icon account/ Mims account is temporarily locked to prevent unauthorized use.**
- **He/She needs it to sign in to All Ears to do a student survey/complete his Google Classroom assignment by the end of the week.**

Classdojo one of his/her Form Teachers to inform them that your child's ICON account is locked or ICON password needs to be reset.

Check Parents Gateway for the default reset password and a parent guide to set up a unique password at home. You will need to use the default reset password and accompanying guide to **set up a unique password for your child for safety and security reasons promptly.**

Operating Hours: Mondays to Fridays 8am to 4pm (excluding PH and school holidays)

Please allow 1-3 working days for the reset.