

Instructions for using our IT systems - summary

1. Logging in to a school computer

- You need to type your username and password in when logging onto a school computer

User name for logging in to school computers	<ul style="list-style-type: none">This is likely to be your first initial and surname (e.g. jbrown – for John Brown)In cases where you have “-“ in a double barrelled name or “ ‘ “ for O’Brien etc., spaces and special letters will be removed, so Alison Havey-Smith and John O’Brien would be ahaveysmith and jobrien respectively.A small number of students will have a ‘I’ inserted after their user name if they have the same first initial and surname as someone else in a school. These students will be told if this is the case.
Password for logging in to school computers	<ul style="list-style-type: none">For new users, your first password will be based on your initials and date of birth – we also add an ‘!’ at the end.So someone called Joe Bloggs who was born on 26th March 2002 would have the username jbloggs and password JB260302!The first time you log in to a school computer, you may be prompted to change your password.If this does not happen, please press the <i>Ctrl, Alt</i> and <i>Del</i> keys at the same time and click on <i>Change a password</i>.

2. Logging in to Google Applications at home or on your mobile device in school

- When logging in to your Google Account or a Google Application (e.g. G Mail, Google Classroom) at home or on a mobile device, you will be asked for a user name and password.

User name for logging into Google Applications	<ul style="list-style-type: none">This will be your school e-mail address.This will be your username (see above) with @gillotts.org.uk at the end.So, for example – John Brown’s school e-mail address will be: jbrown@gillotts.org.ukThis should be used to log in to Google Applications
Password for logging into Google Apps	This will be the same as your school network password (see above)

3. Using Google Applications

- The main applications which you will use are Google Applications.
- These include:
 - G Mail and Google Calendar
 - Google Classroom
 - Google Drive
- When you are on a computer in school you will be able to access these by clicking on the tile on the Freedom Homepage.
- However, when you are at home or on your mobile device you will need to log in to these (see above).
- When logging in for the first time, you are likely to be asked to type in your username for Google Applications (your school e-mail address).
- You will then be directed to a page which asks you to sign into your organisational (school) account. To do this you need to enter your school e-mail address in again and your school computer password.
- If you are using Google Chrome as your web-browser (which we recommend) you will be asked whether you want to save your password – this is a sensible thing to do as it will make logging in easier next time.

Introductory Help Videos

- We have put together some short introductory help videos to get you started with the Google Applications – please click on the links below:

Google Application	Video Links (click on the hyper-link below)
G-Mail and Google Calendar	G-Mail and Google Calendar
Google Classroom	Google Classroom
Google Drive	Google Drive

4. Connecting to the School Wifi

- Open your device's wireless connections menu / wizard (depending on your device type)
- Browse to **Gillotts-BYOD** and select connect
- Depending on your device you may get a pop up with the 'Meru agreement page' – scroll down to the bottom of this page and accept the agreement.
- If the 'Meru agreement page' does not pop up, please open an internet page on your device (e.g. www.bbc.co.uk/news) and the agreement page will then pop up.
- Please note: on some devices a page will display a warning about an unsecure site/connection - there should either be an "Advanced" option or "Continue to site" option on this page which you should then select. If you have to click on the 'Advanced' option, please then look for the option to open the website as it will then take you to the Meru agreement page.
- Enter the username you use for the school computer network (without the @gillotts.org.uk at the end) and your school computer password.
- You will now be connected to the school Wifi and you should stay connected.

5. Getting help with IT issues

- If you need help with an IT issue there are two ways to get help:

How to get help	Details
By e-mail	<ul style="list-style-type: none">• Send an e-mail to: itservices@gillotts.org.uk• Please include your name and tutor group as well as details of the problem in the e-mail.
Tell your tutor	<ul style="list-style-type: none">• If you cannot access your school e-mail, please let your tutor know the details of the problem during tutor time.

- You must not go upstairs to the IT Services Office.