

Logging in to the school computers

How to log in to the school computers

Usernames are generally in the format [forename initial][full surname], for example jbloggs.

Any spaces (e.g. Hamilton Brown), hyphens (e.g. Hamilton-Brown) or apostrophes (e.g. O'Reilly) will have been removed from your username. If there is someone else in the school with a similar name, you will have a number at the end (e.g. jbloggs1) - if this is the case, your tutor will let you know.

If you are new to the school, your password will be in the following format:

[forename initial as a capital][surname initial as a capital][6-digit date of birth][exclamation mark]

For example, someone called Joe Bloggs who was born on 26th March 2002 would have the username jbloggs and password JB260302!

Change your password!

The first time you log in to a school computer, you may be prompted to change your password. If this doesn't happen, please press the *Ctrl, Alt* and *Del* keys at the same time and click on *Change a password*.

You should choose passwords which you can remember and type quickly, but which other people would not be able to guess very easily. The longer and more complicated you can make your password, the better, but... it must be something which you can remember and type quickly. If your password is so difficult to remember you have to write it down, it is a bad password. If you can only type it very slowly, it is also a bad password because other people might be able to see what you type.

Use the advice in the list below to help you choose a strong password:

- do not use a space as the first character in your password; if you do, you might not be able to log in again after changing it
- avoid using your first or last name
- avoid using the first names of your immediate family members because other people might know their names; consider using their middle names instead
- if you are well-known for being a sports fan, don't use the name of your favourite team; the same obviously applies to music, films, etc.
- pets' names might be easy to remember, but if possible, use the name of a pet you no longer have rather than any current pets
- include capital letters, numbers and symbols - this makes it harder for people to work out your password even if they know the base word you're working from, for example, *everTon* is harder to guess than *everton*
- Put the capital letter in the middle of the password, not at the start
- if there is a number which is significant to you, you could use the special character on that key instead, e.g. use \$ instead of 4
- consider using a passphrase rather than a password. This is where you take the initial letters of a phrase which is well-known to you, e.g. the title of the book you are currently reading, the last film you saw, a line from a song or a poem. For example, you could use *tbontbtitq* taken from "to be or not to be, that is the question"

Ideally, you should never write down a password, however with an ever-increasing number of different passwords which we have to use, sometimes remembering them all can be difficult. If you do need to write them down, follow the advice below:

- do not write them anywhere other people might see them
- never write the username and password together
- do not write the full password, but something which can remind you what it is, e.g.
 - write "first cat" rather than "tibbles"
 - write "anniversary" rather than "15"

Logging in to Google Apps

Google Apps user details, including your school email address

Addresses:

Drive - <https://drive.google.com/a/gillotts.org.uk>

Mail - <https://mail.google.com/a/gillotts.org.uk>

Calendar - <https://calendar.google.com/a/gillotts.org.uk>

Classroom - <https://classroom.google.com/a/gillotts.org.uk>

Sites - <https://sites.google.com/a/gillotts.org.uk>

Username:

Your username for Google Apps is your school email address. This is your school username followed by @gillotts.org.uk, for example ***jbloggs@gillotts.org.uk***

Password:

Your Google password is the same one you use on the school computers. If you change your computer password, your Google password will automatically change as well.

Please refer to the Mobile Apps section later in this document for instructions on how to install and use the Google Apps mobile apps.

Mobile devices - connecting to the school wifi network

You can connect your tablet, phone or laptop to the school wifi so you can access the Internet without using any of your personal data allowance. **Before connecting, please log in to one of the school computers and change your password to something personal and memorable to you.**

To connect your mobile device to the school network, please follow the relevant instructions below. It is important that you complete these steps in order, and that you do not skip any steps. You will only need to complete these instructions the first time you use your device in school.

If you have any problems getting connected to the school wifi, please speak to the IT Services staff in school. You can email itserviceshelpdesk@gillotts.org.uk (from your school email address) or go to their office at break or lunchtime.

iPad and iPhone

1. Tap the *Settings* icon
2. Tap on *Wi-Fi* in the menu list on the left-hand side of the screen
3. Tap on the network *Temporary-Gillotts-Wifi*
4. After a few seconds, a blue tick will appear by the network name
5. Open the Safari web browser (not any other browsers you may have)
6. Type any web address which isn't a Google site, for example www.bbc.co.uk You will be redirected to a page which is displaying the Acceptable Use Agreement
7. Read the agreement, and then tap *Accept* at the bottom
8. A box will appear asking for a username and password. Enter the same details you use to log in the school computers, and tap *Login*
9. A page will be displayed with the heading "Connect to the secure network"
10. Tap the *Click Here to Install the iOS Network Profile* button at the bottom of the page
11. A message may appear saying the website is trying to open *Settings*. If it does, tap on *Allow*
12. A new window will open, prompting you to install a profile. Tap on *Install* in the top right-hand corner of the window
13. If you have a PIN or password set, you will need to enter it
14. Tap on the *Install* button
15. After a few seconds, the profile installation will complete, and a confirmation message will be displayed. Tap *Done*
16. You will be returned to the screen you saw earlier at step 9, but this time the button at the bottom will be grey, not black
17. You have successfully connected to the school network, and can now start using your iPad or iPhone.

Android phones and tablets

Due to the variations in the different versions of Android and the different ways in which device manufacturers have customised Android, these instructions might not match exactly with your device, however hopefully they will be close enough to follow. If you have any difficulties, please speak to IT Services.

1. Tap on the *Settings* icon
2. Scroll down to and tap on *WiFi*
3. Tap on the *Add Wi-Fi Network* button at the bottom of the list
4. In the *Network Name* box, type **Secure-BYOD** - note this MUST be written exactly as given here, so the S and BYOD must all be in capitals
5. In the *Security* drop-down list, select *802.1x EAP* or *PEAP* (if you don't have either of these options, select the one which is closest to these names)
6. Scroll down the screen, leaving the boxes such as *Phase 2 Authentication* and *CA Certificate* with whatever options have been selected automatically
7. In the *Identity* box, type **school.gillotts.org.uk** followed by your school username (typically your forename initial followed by full surname), for example **school.gillotts.org.ukjsmith**
8. In the *Password* box, type the same password used on the school computers

9. Tap on the *Save* button
10. After a few seconds, your device should connect to the network. You will see it saying '*Connecting*', then '*Authenticating*', then '*Obtaining IP Address*', then '*Connected, no internet*' before finally saying '*Connected*'
11. You have successfully connected to the school network, and can now start using your device.

Windows

Windows laptops and tablets (not Windows Phone)

1. Click on the *wireless* icon in the bottom right-hand corner of the screen, by the clock
2. Click on the network *Temporary-Gillotts-Wifi*, leave *Connect Automatically* un-ticked, and click on *Connect*
3. Open your web browser (e.g. Internet Explorer or Chrome) and type any web address, except Google. You will be redirected to a page which is displaying the *Acceptable Use Agreement*
4. Read the agreement, and then click on *Accept* at the bottom
5. A new screen will appear asking for a username and password. Enter the same details you use to log in the school computers, and click on *Login*
6. A message will be displayed saying you have authenticated successfully and are connected to the network, however **you have not yet finished connecting, so please keep following these instructions**
7. Click on the *Smart Connect* button
8. Click on the *Click Here to Download Smart Connect* button
9. A popup will appear at the bottom of the screen asking if you want to run or save the file *SmartConnect.exe*; click on *Run*
10. A security warning may appear saying the file could be harmful to your computer; click on the *Actions* button
11. Click on the *Run Anyway* option. It may be necessary to click on *More Options* before you can see this option
12. The Meru Smart Connect application will open, asking for a username and password. Enter the same details you use to log in the school computers, and click on *Start* (the button on the Smart Connect app, not your main Windows Start icon)
13. A message will be displayed confirming your computer has been configured for the network. Click on the *Connect* button
14. A message will be displayed confirming your computer has connected to the wireless network
15. (*Windows 7 only*) A new window will open asking you to select a location. Click on *Public Network*
16. (*Windows 7 only*) A confirmation message will be displayed, saying the network is Public
17. You have successfully connected to the school network, and can now start using your device.

Windows Phone

1. Tap on the *Settings* icon
2. Scroll down to and tap on *WiFi*
3. Tap on the *Manage* button at the bottom of the list
4. Tap on the + icon
5. In the *Network Name* box, type **Secure-BYOD**
note this **MUST** be written exactly as given here, so the S and BYOD must all be in capitals
6. Tap on the *Add* button
7. In the *Username* box, type **school.gillotts.org.uk** followed by your school username (typically your forename initial followed by full surname), for example **school.gillotts.org.uk\smith**
8. In the *Password* box, type the same password used on the school computers
9. Tap on the *Done* button
10. Tap *Accept* on the next screen
11. You have successfully connected to the school network, and can now start using your phone.

Chromebook

1. Click on the wireless icon in the bottom right-hand corner of the screen
2. Click on the words *No Network*
3. Click on the *Join Other...* button
4. The *Join Wi-Fi Network* window will open. Click on the *Advanced* button
5. A new window will open in which you must specify details of the network

6. Enter the following information in the boxes:

SSID: *Secure-BYOD*

note this **MUST** be written exactly as given here, so the S and BYOD must all be in capitals

EAP Method: *PEAP*

Phase 2 Authentication: *Automatic*

Identify: *school.gillotts.org.uk* followed by your school username (typically your forename initial followed by full surname), for example ***school.gillotts.org.uk\jsmith***

Password: the same password you use on the school computers

7. Tick the Save identity and password box
8. Click on the Connect button
9. After a few seconds, the wireless icon will stop flashing
10. You have successfully connected to the school network, and can now start using your Chromebook

I. Mobile devices and apps

Key apps for mobile devices

In order to make the best use of your mobile devices for learning, both in school and at home, there are a number of apps which you need to install. These are:

- Google Mail
- Google Drive
- Google Classroom
- Google Docs
- Google Sheets
- Quizlet
- Kahoot
- GCSEPod

You may also want to consider installing the following apps, as you will use these in some of your lessons:

- Dictionary.com
- QR reader app
- A voice or sound recorder app
- Periodic Table by Royal Society of Chemistry
- Word Reference (MFL)
- Duolingo (MFL)
- Vocab Express (MFL, Years 10 and 11 only)

Registering the Google Apps to your school account

Once you have installed the Google Apps, you must register them with your school Google account - this only needs to be done once. This must be done at home the first time, after which you will be able to use the apps in school. The process for registering the apps depends on whether there is another Google account already set up on the device.

If no other Google accounts are registered on the device:

1. Open any of the Google Apps
2. Tap *Sign In* in the bottom left-hand corner of the screen
3. Tap *Add Account*
4. Enter your school email address. This is your username (typically your forename initial and full surname) followed by @gillotts.org.uk, for example jsmith@gillotts.org.uk
5. Tap *Next*
6. A page will open asking you to sign in with your organizational account
7. Enter your email address again
8. Enter your school computer password
9. After a few seconds, you will be signed in to the app
10. Once you have done this, the other apps you installed will also be registered to your school account

If the device already has another Google account registered:

1. Open any of the Google Apps
2. Tap the menu icon with three horizontal lines in the top left-hand corner of the screen
3. Tap on the account name/email address
4. If using an Apple device, tap on *Manage Accounts*, otherwise continue ignore this step
5. Tap on *Add Account*
6. Enter your school email address. This is your username (typically your forename initial and full surname) followed by @gillotts.org.uk, for example jsmith@gillotts.org.uk
7. Tap *Next*
8. A page will open asking you to sign in with your organizational account
9. Enter your email address again
10. Enter your school computer password
11. After a few seconds, you will be signed in to the app

12. Once you have done this, the other apps you installed will also be registered to your school account

Once both accounts have been registered, you need to know how to swap between your personal account and your school account. This is done as follows:

13. Open any of the Google Apps
14. Tap the menu icon with three horizontal lines in the top left-hand corner of the screen
15. Tap on the account name/email address
16. Tap on the other account name to switch

2. Online learning resources

Google Apps for Education:

Drive - <https://drive.google.com/a/gillotts.org.uk>

Mail - <https://mail.google.com/a/gillotts.org.uk>

Calendar - <https://calendar.google.com/a/gillotts.org.uk>

Classroom - <https://classroom.google.com/a/gillotts.org.uk>

Sites - <https://sites.google.com/a/gillotts.org.uk>

Your username for Google Apps is your school email address. This is your school username followed by @gillotts.org.uk, e.g. jbloggs@gillotts.org.uk

Your Google password is the same one you use on the school computers. If you change your computer password, your Google password will automatically change as well.

Using Google Apps via a web browser

The user experience on mobile devices is better if using the apps, however you can access Google Apps through a web browser.

1. Open your web browser. Chrome is recommended for use with Google Apps; some features may be limited or unavailable when using other browsers
2. Go to the appropriate web address (see list above)
3. Enter your school email address
4. Click *Login*
5. A page will open asking you to sign in with your organizational account
6. Enter your school email address again
7. Enter your school computer password
8. Click *OK*

Other online resources

Freedom Homepage:

Links to all the key resources used at Gillotts

Address: <https://gillotts.freedom-cloud.co.uk>

Username: school email address, e.g. jbloggs@gillotts.org.uk

Password: the same as your school computer password

GCSEPod:

Videos and animations which can be used for GCSE revision across a range of subjects

Address: www.gcsepod.com

Click "Login" (top left) then click the "Sign in with Google" button and enter your school email address and password.

MathsWatch:

Video tutorials, homework activities and tests, linked to the Maths curriculum

Address: <https://vle.mathswatch.com> (note no "www")

Username: school email address, e.g. jbloggs@gillotts.org.uk

Password: either Gillotts123 or something you chose yourself

Focus Learning:

Videos of Science practical experiments

Address: <http://www.focuselearning.co.uk/u/1352/slupaAfEmeDkjABipBtedzxjtDCkqehcp>

Kerboodle:

Online versions of the textbooks used in Years 10 and 11 MFL

Address: www.kerboodle.com/app

Username: school computer username, e.g. [jbloggs](#)

Password: either the same as your Kerboodle username or something you chose yourself

Institution code: re0

ActiveLearn:

Online versions of the textbooks used in MFL

Address: www.pearsonactivelearn.com/loginso.asp

Username: school email address, e.g. jbloggs@gillotts.org.uk

Password: either Gillotts123 or something you chose yourself

VocabExpress:

Vocab and grammar exercises used by Years 10 and 11 in MFL

Address: www.vocabexpress.com

Username: school computer username, e.g. [jbloggs](#)

Password: either a 6-character mix of letters and number, or something you set yourself

School Code: UKGILL

Printing

At Gillotts, we have machines called *Multi-Function Devices* or *MFDs*. You can use these to print, photocopy or scan documents. You can send documents to print from the school computers, your mobile device or even your home computer and then collect them from either of the MFDs in the OLC.

Collecting Printing

You can collect your printing from either of the MFDs in the OLC. There are two ways to log in to the MFD. The ID/PIN is quicker but you may find Username/Password easier as it uses the same details you have for the school computers so is easier to remember.

Logging in with ID/PIN

1. Tap the screen to wake the MFD up
 2. Tap on the *ID Number* button
 3. Tap on *ID Number* again
 4. Enter either your *staff code* or your *student admission number*
 - Staff - this will typically be either your two or three letter initials; if you cannot remember this, please speak to either IT Services or Personnel
 - Students - if you cannot remember this, please ask your teacher, who will be able to look it up in SIMS. This is the same code you use to access the OLC online catalogue system. You may want to write it down in your Planner
 5. Enter your *PIN* or *passcode*
 - If you cannot remember this, you can tap on *Username and Password* instead then log in using the same details you use when logging in to a school computer (note this might not be possible if you have symbols in your password, as the keyboard on the MFDs is quite basic)
 - If you would like your PIN/passcode resetting, please speak to the IT Services staff
 6. Tap on *Login*
 7. You will see a screen displaying all of the items you have sent to print and not yet collected
 8. Tap on *Print All* to release all your printing
 9. ~or~
 10. Tap on an individual item and then tap on *Print* to release just that one job
- 11. Remember to log out when you are finished with the MFD!**

Logging in with username/password

1. Tap the screen to wake the MFD up
2. Tap on the *ID Number* button
3. Tap on *ID Number* again
4. Enter your **student admission number**. You may want to write this code down in your Planner; if you do, please don't write your PIN code next to it! If you cannot remember this, please ask your teacher, who will be able to look it up in SIMS
5. Leave the *PIN code* section blank
6. Tap on *Login*
7. You will be prompted to enter and confirm a new **numerical PIN code**. The PIN must contain at least **four numbers**; it can be as long as you want, but remember you will have to type it every time you use the MFDs
8. Tap on *OK*
9. You will be logged in
10. **Remember to log out when you are finished with the MFD!**

Scanning

You can scan documents from the MFDs and have them sent to your school email.

1. Log in to the MFD in the same way as when you are collecting printing
2. Tap on *Use Device Functions*, underneath the list of any pending print jobs
3. Tap on one of the budget accounts which is displayed. There is no charge for scanning, however you need to select an account before you can move beyond this screen to the other functions
4. The photocopier screen will be displayed
5. Tap on the blue *Home* button at the bottom of the screen
6. Tap on *Scanner (Classic)*
7. If you have icons for *Papercut* and *Memory Storage Device* but not *Scanner (Classic)*, you missed out steps 6-8. You should log out of the MFD and repeat the above steps.
8. Tap on *Scan to Me*
9. Place the items for scanning in the document feeder on top or lift the lid and place them directly on the glass
10. Tap on *Start*
 - o If you were placing the items directly on the glass, you need to press the *hash # button* (on the number pad on the right-hand side of the screen) to confirm you have finished scanning
 - o If you were using the document feeder, you do not need to do anything else
11. The page(s) will be scanned and sent to your school Google Mail account, look for an email from *printers@gillotts.org.uk* with the subject line "*Message from MFD-xxx*" (where xxx is the location of MFD you used)
12. **Remember to log out when you are finished with the MFD!**

Printing from home or mobile devices

You can use Google Cloud Print from any device (e.g. your phone, tablet or home computer) and then collect them from the printers in school. The steps necessary for this depend on what type of device you are using, so please refer to the appropriate section below.

Printing from Google Apps using a mobile device

1. Open the *Google Drive* app
2. Open the file which you wish to print
3. Tap the icon of three dots in the top right-hand corner
4. Tap on *Share & Export*
5. Tap on *Print*
6. Tap on *Google Cloud Print*
7. Tap on the printer called *Colour*
8. Specify *single/double-sided* and **number of copies** as desired
9. **Important Note: if printing in mono/black-and-white, you must select this from the drop-down list, otherwise your printing will be in colour and you will be charged the colour cost**
10. Tap on *Print*
11. If you are a student or a staff member with one budget account, you can now collect your printing
12. If you are a staff member with multiple budget accounts, please refer to the section at end of this document for additional steps you must complete before you can collect your printing.

Printing from Google Apps using a computer or laptop at home

1. Open the Google Apps file which you wish to print
2. Click on *File*
3. Click on *Print*
4. If you are using Chrome, click on the *Change* button underneath the printer name. Otherwise, go straight to step 5
5. Select the printer called *Colour* from the Google Cloud Print section at the bottom of the list
6. Specify *single/double-sided* and **number of copies** as desired
7. **Important Note: if printing in mono/black-and-white, you must select this from the drop-down list, otherwise your printing will be in colour and you will be charged the colour cost**

8. Click *Print*
9. If you are a **student** or a **staff member with one budget account**, you can now collect your printing
10. If you are a **staff member with multiple budget accounts**, please refer to the section at the end of this document for additional steps you must complete before you can collect your printing.

Printing files from other applications at home, e.g. MS Office files or image files

1. If you haven't already done so, save the file to your computer or a memory stick
2. Browse to <https://www.google.com/cloudprint>
3. Log in using your school Google account details
4. Click on the *Print* icon in the top left-hand corner of the screen
5. Click on *Upload file to print*
6. Click on *Select a file from my computer*
7. Browse to the file on your computer which you wish to print
8. Click on *Open*
9. Select the *Mono* (black-and-white) or printer as required
10. Specify single/double-sided and number of copies as desired
11. **Important Note: if printing in mono/black-and-white, you must select this from the drop-down list, otherwise your printing will be in colour and you will be charged the colour cost**
12. Click *Print*
13. If you are a **student** or a **staff member with one budget account**, you can now collect your printing
14. If you are a **staff member with multiple budget accounts**, please refer to the section at end of this document for additional steps you must complete before you can collect your printing.

Printing photos from a mobile device

Before you can print your photos, you need to get them into Google Drive. This is done as follows:

- Open the Google Drive app
- Tap the blue + icon
- Tap on Upload
- Tap on Photos and Video if using an iPhone/iPad or Gallery if using Android
- Select the photo(s) you want to use
- Tap to upload them
- Follow the instructions above for printing from Google Apps