Maggie L. Walker Governor's School

Class of 2024 | Technology Account Access

Welcome, Dragons!

This guide is a copy of the letter sent 10 August to incoming MLWGS families. Use it to access your new student technology accounts: Office 365/Email, Schoology, and Google Drive.

Questions regarding account access, and MWtech items in general, will be addressed in multiple formats over the next month:

Week of August 17th: MWtech hosted Zoom sessions for Q&A. Check your school email and Schoology Class of 2024 Group for further information.

Freshie Orientation: Currently planned for Tuesday, August 25, 2020. Your letter will have further details on your assigned time.

MWtech Student Schoology Group: Updates, How-To Guides, and General technology information will be posted here and shared throughout the 2020-21 academic year. Students can message the MWtech office through this resource.

Account Usernames/Passwords:

Individual account credentials sent in your school mailing dated 10 August 2020.

Please follow the guide in order, as certain steps/actions are required before moving on to the next section.

Note: We recommend using the current version of the Google Chrome browser for all steps, regardless of your type of laptop/device.

1. School Email/Office 365 Account
   a. Using the credentials provided within this letter, open Chrome and navigate to this site:
   b. https://www.office.com/
   c. Click 'Sign in', and on the next screen enter your school email account, for example:
        24gdragon@gsgis.k12.va.us
   d. Click NEXT, and enter your email password.
   e. Once signed in, you can click through the introduction presentation to Office 365, or close the pop-up.
   f. On the O365 home screen, you should see your name, and a list of the applications.
        i. This is your online access to all Microsoft applications. Primarily, you will use Outlook for all school email correspondence, but many courses will integrate Word, Excel, PowerPoint and OneNote.
   g. Click on the Outlook icon

      h.   Close out of the new feature pop-up

      i.   Select your Inbox, and look for the email from Schoology, and click the 'I trust content from Schoology.com'

2. <u>Schoology Account</u>

    a.   Schoology is our Learning Management System. All of your teachers and courses will be organized here, and you will use it to locate course agendas, take assessments, message fellow students, and submit assignments. Schoology is also the home of all Dragon Athletic and Activity Groups.

    b.   Within the Schoology email, click the link

        i.   You will be taken to the sign in page for the MLWGS Schoology site. Copy and paste or type the user name and temporary password (found in the email) where indicated.

        ii.   Click Log in

    c.   Once signed in confirm your name and bookmark the page in your MLWGS folder.

        i.   Once connected, confirm your name:

            1.   To the right of your name in the top right corner, click the dropdown arrow. Select SETTINGS

            2.   Select 'Change Password'

            3.   Enter a new password, and make a note of it. If you have a smartphone, a new file for MLWGS would be a good idea. Keep your password(s) here.

            4.   Click SUBMIT. Your new password is saved!

            5.   *NOTE: For the Schoology sign in page, if you get logged out, use our zip code (23220) in the School or Zip Code field. Once entered, you will see MLWGS in the dropdown list. Select it.*

3. <u>Google Drive Account</u>

    a.   Your Google Drive account gives you access to Google Cloud storage, including Docs, Sheets, Slides and Classroom. You will use these applications in many courses.

    b.   Open Chrome and navigate to this site:

        https://drive.google.com/

    c.   Select 'Go to Drive'

    d.   Enter your email address and password

    e.   Once signed in confirm your name and bookmark the page in your MLWGS folder.

Finished! You have completed the main objectives for initial account access, and will have opportunities in the next several weeks to ask questions and dive deeper into your accounts and applications. Once an in-person return to campus date has been determined, you will receive your school computer login credentials via school email.

Go Dragons!