

Maggie L. Walker Governor's School



Class of 2025 | Technology Accounts

Dear NP Ranger,

Welcome, Dragon! We are very much looking forward to your first week at Maggie L. Walker Governor's School, and want you as prepared as possible to begin your Freshman year. To that end, we have compiled this guide to our online accounts so that you can begin accessing email, view courses, and start to familiarize yourself with a few of the available applications.

Account Usernames/Passwords:

PowerSchool: 25npranger/tester

School Email: 25npranger@gsgis.k12.va.us/@BristleCone52

Schoology: 25npranger/see email

Google Drive: 25npranger@gsgis.k12.va.us/@BristleCone52

Please follow the guide in order, as certain actions are required before moving on to the next section. An online version is available here: <https://mlwgs.com/technology/>

While the guide should be straight forward, there are certain to be questions, so please note that the MWTech office will be hosting a Freshman Zoom on Tuesday, August 24 at 1pm. During this online session, you will be able to ask questions regarding technology items. Further, you will receive additional instruction and have more opportunity to ask questions during the Freshman Orientation on Tuesday, August 31 from 8:30am – 3:45pm on campus.

*****Class of 2025 accounts go 'live' on Friday, August 20!*****

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:
25gdragon@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. Schoology Account
 - 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 connected, confirm your name in the top right corner.
 - 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 for your school passwords.
 - 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.*
- 3. Google Drive Account
 - 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 Google Drive credentials.
 - 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. We look forward to seeing you in person on August 31!

Go Dragons!