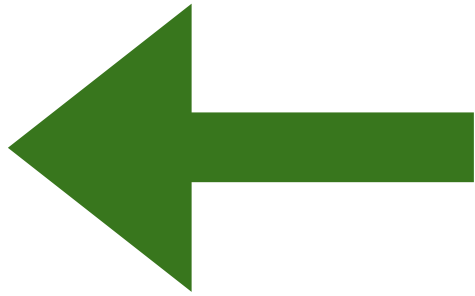


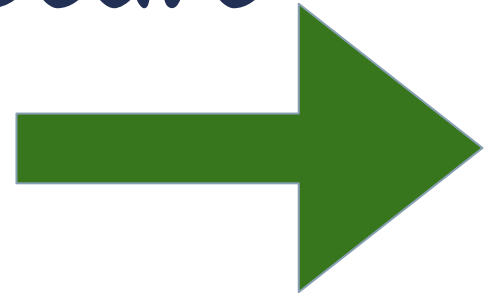
Technology Jump Start



*Last Names A-M
Use the Stage
stairs on the
Left.*

If you have a
completed Loan
Agreement Please
follow the signs to
pick up your
Device.

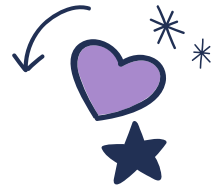
All Freshmen
should find a seat
and sit every other
row.



*Last Names N-Z
Use the Stage
stairs on the
right.*

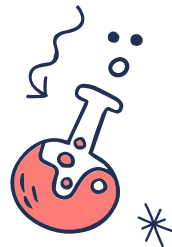
Technology Jump Start

MWtech



ASK FOR ASSISTANCE

If you get stuck, do not understand or
run into problems - Please raise your
hand.



Technology Jump Start

1 Introduction to MLWGS
Technology

2 Google

- Network
- Google
Workspace
- Bookmarks

3 MLWGS

- Website
- Calendar
- Student
Links

4 Email and Schoology

- Email
- Courses
- Groups
- Calendar
- Personalization
- Additional

5 PowerSchool

6 Office 365

7 SecurlyPass

8 Final Tips

9 Closing



Introduction to MLWGS Technology

[Return
to topics](#)

MLWGS Laptop Program



- Please be responsible in **use and care** of the laptop to ensure that the program will be able to continue



[Return to topics](#)

Source - <https://www.stickylife.com/great-responsibility-sticker>

The Care and Feeding of your Laptop - Topic List



- Transportation and Storage
- The power cord
- Power Button
 - Turn Off vs. "Sleep"
- How to Restart/Reboot
- How to be ready for the school day
- Charging on Campus????
- Where to go if there is a problem
- Covers

[Return
to topics](#)



The Care and Feeding of your Laptop -2



Transportation and Storage

Be careful when transporting your laptop in a bag with books and other materials.

Avoid placing the laptop underneath heavy materials and books.

Best practice is to shut down the computer
- when traveling to/from school.

[Return
to topics](#)



The Care and Feeding of your Laptop -3



The Power Supply

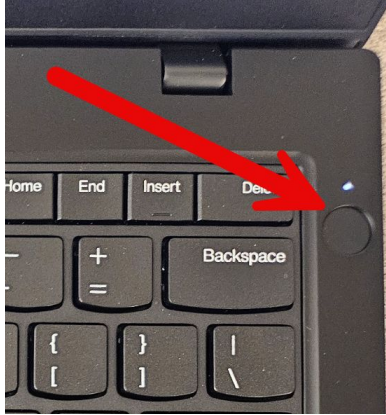
Be sure to carefully store the power supply when transporting (be sure to bring power supply each day)

Avoid Wrapping the cord or putting stress on the connections to the transformer(i.e. brick)

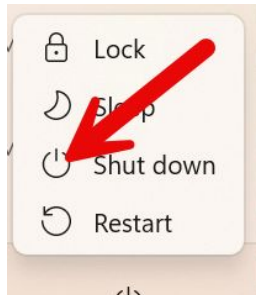
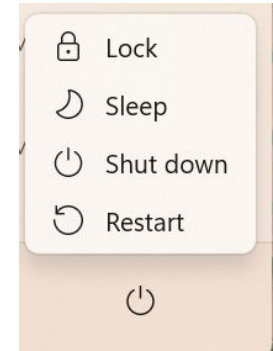
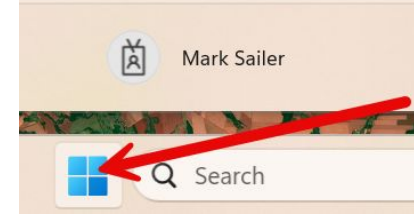


[Return
to topics](#)

The Care and Feeding of your Laptop - 4



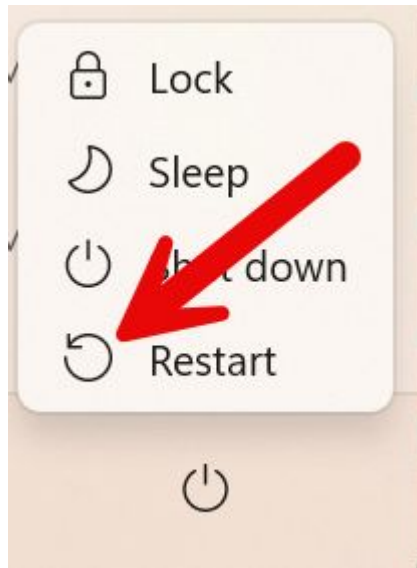
- Power Button - Turn on Computer or “hard reset”
- “Shut Down” vs. “Sleep”
- Computer is still on when you close the computer screen - it will use battery power and will be warm/hot - this also reduces battery efficiency and storage



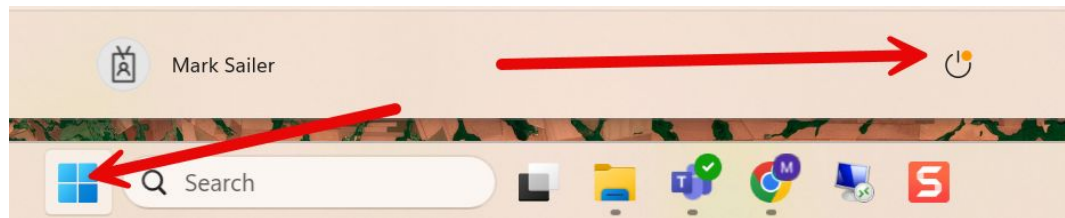
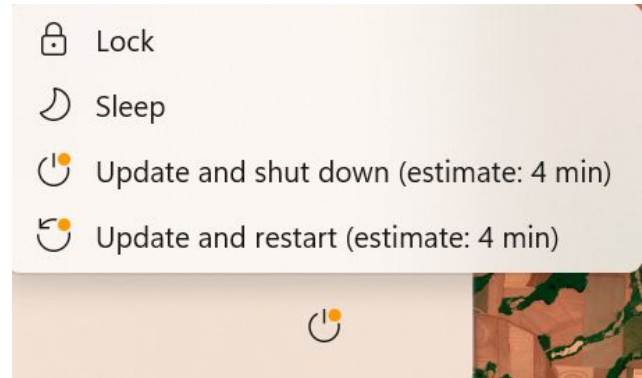
[Return to topics](#)



The Care and Feeding of your Laptop - 4



- How to Restart/Reboot
- Updating your device



[Return to topics](#)



The Care and Feeding of your Laptop - 5



- How to be ready for the school day
 - Be sure you have charged your laptop before arriving to school
 - Bring your power supply to charge during the day if needed



The Care and Feeding of your Laptop - 6



- Laptop Covers are **Coming Soon** and will be delivered to you in class when they arrive
- You may place stickers on the provided cover.

What not to do!

[Return
to topics](#)



The Care and Feeding of your Laptop - 7



Where to go if there is a problem
→ **MWtech Help Desk**.

Submit a Technology Ticket

Use the portal

If you do not have access to the portal use

techticket@gsgis.k12.va.us



**[Return
to topics](#)**

Code of Conduct & Acceptable Use Policy (AUP)



AUP Location

- The Acceptable Use Policy and Code of Conduct are in the Student Handbook found on mlwgs.com and in the **Class of 2030** group in **Schoology**

Note - Be sure to submit payment of Technology!

[Return to topics](#)



FYI

- The signature page from the student handbook has been digitized and must be submitted through the **PowerSchool Portal** by **8:40 am on x/xx/2026**.
- A quiz on your knowledge of the handbook is also required. This can be found in Schoology. Quiz must be successfully completed by **8:40 am on x/xx/2026**.
- Both of these tasks need to be completed or you risk your account being disabled and/or your device being revoked.**

Remember Your Passwords

Decide on a good place to keep track of your passwords and keep them safe.

Password managers can be useful for this purpose.



"Designed by wirestock / Freepik"

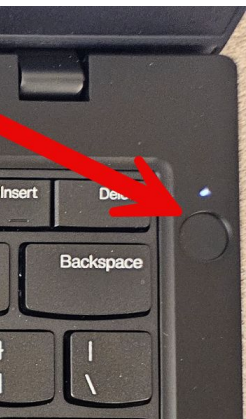
[Return
to topics](#)



Google Workspace

[Return
to topics](#)

Turn On and Login on your Device



Why is it "gsgis"?

The original name of this Governor's School was **G**overnor's **S**chool for **G**overnment and **I**nternational **S**tudies.

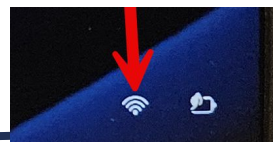
[Return
to topics](#)

Username is

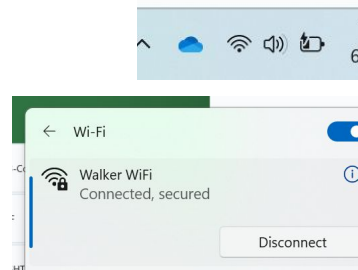
Gradyear+firstinitial+lastname+
@gsgis.k12.va.us

(ex. 30gdragon@gsgis.k12.va.us)

*Note: Password has already been
provided to you.*



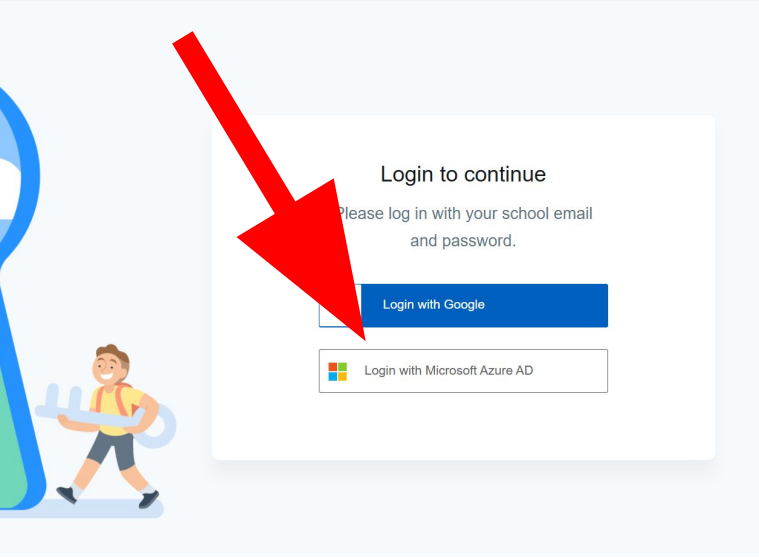
- Your School Issued Laptop should automatically connect to **Walker WiFi**. If not, please change so the laptop is connected



Using your computer Off Campus (Securly connection)



0?reason=safesearch&categoryid=68787634177&policyid=0&i2n=3763067822&url=d3d... ☆ 🔍 | School ⋮



Open Chrome browser
Select “Login with Microsoft Azure AD”

Log in using your email and
email/device password

[Return to topics](#)

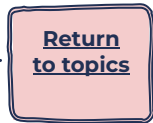
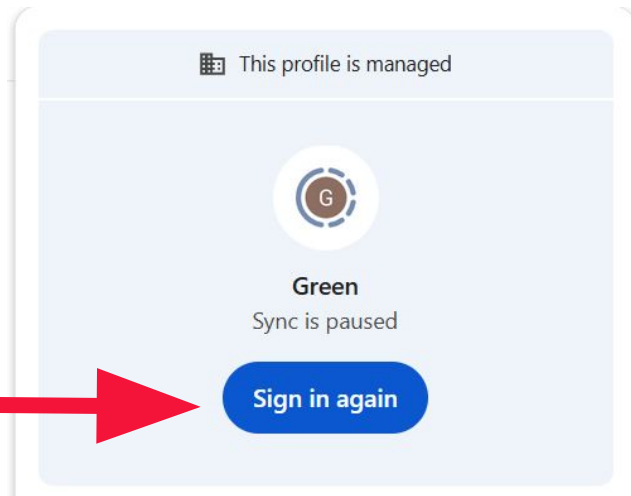
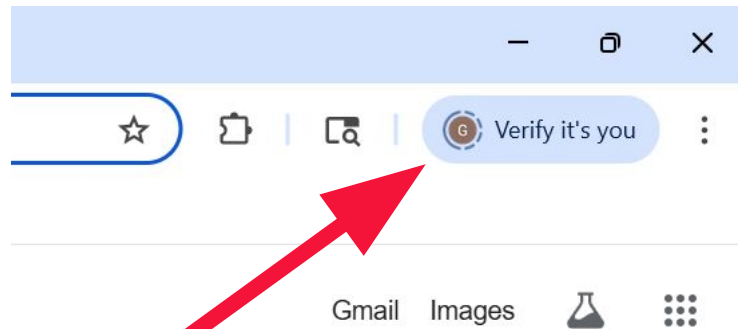




Google Chrome



- You can sign into the Google Chrome browser itself to have all of your Google apps signed into - all in one place.
- You should already be logged into Chrome; if not...
- You should notice that you've been **"desynced"/signed out**...Click on where it says either **Verify it's you** or **Paused** (top right corner)
- Click the blue **Sign in again** button





Google Chrome



- Your username/email should already be in Chrome - if not type it in - Hit the blue **Next** button
- Type in your unique password (found on your handout) - Hit the blue **Next** button to be **“resynced”/signed in** with your new unique password

Google logo

Sign in

with your Google Account. This account will be available to other Google apps in the browser.

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more about using Guest mode](#)

[Create account](#) [Next](#)



Google logo

Hi Green

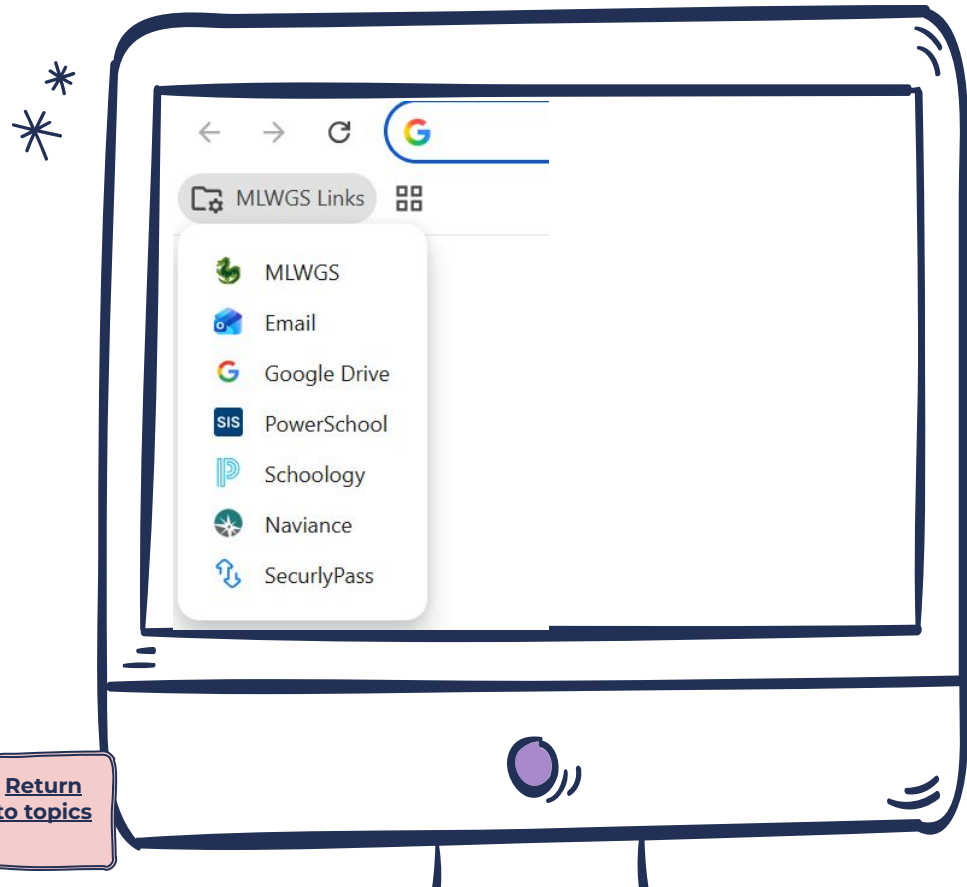
Enter your password

☐ Show password

[Forgot password?](#) [Next](#)



Bookmarks



[Return to topics](#)

It is a good idea to bookmark regularly used websites.

A folder of School Related links is visible in Chrome.

Tip - right click on the "MLWGS Links" folder and then select "Open All"



Google Workspace

- Select the google drive tab in the “MLWGS Links” folder or go to **drive.google.com** in a blank tab
- You don’t need to sign into Google Drive as long as you’re signed/synced in Chrome. Here’s the Google credentials as a reminder

Click on the “MLWGS Links” folder and left click the link for Google Workspace or access the tab you previously opened for Google Workspace

username =

grad year + first initial + last name + @gsgis.k12.va.us

(ie **30gdragon@gsgis.k12.va.us**)

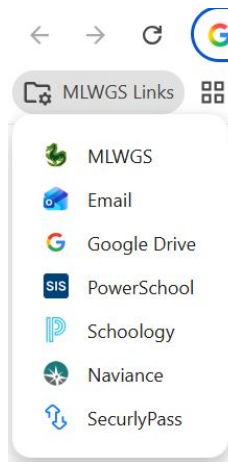
Password has already been provided to you

Note - MLWGS Google accounts do NOT include Gmail, YouTube, or other Google affiliated external accounts!

[Return to topics](#)



MLWGS



Click on the
Maggie L.
Walker
Bookmark or
Tab

[Return
to topics](#)

MLWGS Website

<http://mlwgs.com>

[Anonymous Alerts](#)[Calendar](#)[Ex. Director's Snapshot](#)[MLWGS Foundation](#)[News](#)[Success Stories](#)[Search](#)[About](#)[Academics & Activities](#)[Admissions](#)[Athletics](#)[MWtech](#)[Parents](#)[Students](#)

Maggie L. Walker Governor's School (MLWGS)

Maggie L. Walker Governor's School for Government and International Studies, known as MLWGS, is a public regional magnet high school in Richmond, Virginia. The school provides a comprehensive educational program designed to advance gifted students' understanding. It also prides itself on fostering a diverse and supportive community that cultivates student character and their ability to contribute, collaborate, and lead.

[Learn More](#)[Return to topics](#)

MLWGS Website - Calendar

<http://mlwgs.com>

Search for events							Find Events	Hide Filters	Month ▾
Event Category Venues Day City									
< This Month August 2025 ▾									
SUN	MON	TUE	WED	THU	FRI	SAT			
27 Online Personal Finance Course (Teacher will establish the sch...	28	29 3:00 pm - 7:00 pm VUU Volleyball (Gym)	30 3:00 pm - 7:00 pm VUU Volleyball (Gym)	31 8:30 am - 3:30 pm Department Chairs Return	1 4:00 pm - 8:30 pm Mech Tech Dragons Meeting (Commons, Caf, BB, Rms 104, 105, 109, 111 & 112)	2			
3	4 Fall Sports Begin 9:00 am - 12:00 pm College Boot Camp AM Session 1:00 pm - 4:00 pm College Boot Camp PM Session	5 8:30 am - 3:30 pm Hold for New Teacher Academy (Rm 153) 9:00 am - 12:00 pm College Boot Camp AM Session 1:00 pm - 4:00 pm College Boot Camp PM Session	6 9:00 am - 2:00 pm New Teacher Academy 9:00 am - 12:00 pm College Boot Camp AM Session 1:00 pm - 4:00 pm College Boot Camp PM Session	7 8:30 am - 3:30 pm Teachers Return 4:30 pm - 6:00 pm MW Foundation Sponsored Parent Welcome at Libbie Mill Clubhouse 7:00 pm - 8:30 pm MW Foundation Sponsored Parent Welcome at Libbie Mill	8 8:30 am - 3:30 pm Teacher Professional Development 4:00 pm - 8:30 pm Mech Tech Dragons Meeting (Commons, Caf, BB, Rms 104, 105, 109, 111 & 112)	9			

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to topics](#)

[Anonymous Alerts](#)[Calendar](#)[Ex. Director's Snapshot](#)[MLWGS Foundation](#)[News](#)[Success Stories](#)[Search](#)[About](#)[Academics & Activities](#)[Admissions](#)[Athletics](#)[MWtech](#)[Parents](#)[Students](#)

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[Learn More](#)[Return to topics](#)



Email and Schoology

[Return to topics](#)

Email

<http://mail.office365.com>

Click on the
"MLWGS Links"
folder and click the
bookmark for
Outlook or access
the tab you opened
for Outlook

[Return
to topics](#)

**Use your school email
for school related
communications!**

Username is

gradyear+firstinitial+lastname
@ gsgis.k12.va.us

Ex. Green Dragon

30gdragon@gsgis.k12.va.us

(should already be typed in - if not, go
ahead and type in the full email address)

Password is on your handout (same as
your computer and Google login)

StudentResources

<http://mlwgs.com>



**Maggie L. Walker
GOVERNOR'S SCHOOL**
for Government and International Studies

Anonymous AlertsCalendarEx. Director's SnapshotMLWGS FoundationNewsSuccess StoriesSearch

About ▾Academics & Activities ▾Admissions ▾Athletics ▾MWtechParents ▾Students ▴

Student Resources

Resources for students at Maggie L. Walker Governor's School.

Counseling

Honor Code

Incoming Freshmen

Library

Operational Changes & Special Messages

PowerSchool

Schoology

Summer Assignments

Technology [MWtech]



[Return to topics](#)



schoolology®

Login to Schoolology

You have an email invitation from Schoolology to login for the first time.

Please check your email and follow the instructions to log into Schoolology.

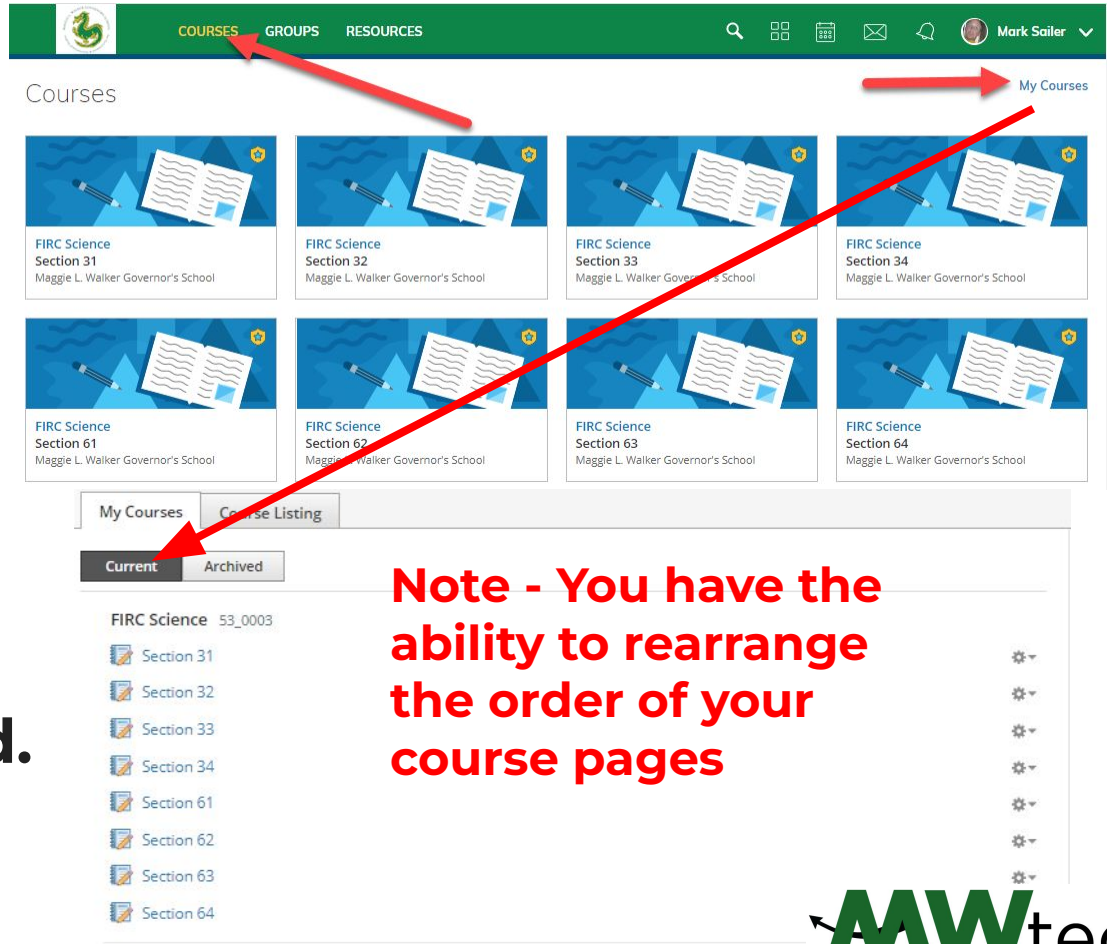
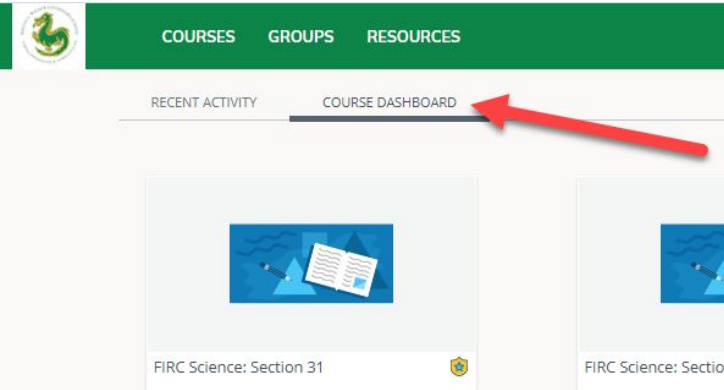
You will be asked to create a password.

<https://mlwgs.schoolology.com/>

Note: "mlwgs" needs to be included in the URL when accessing Schoolology.

[Return to topics](#)

Course List



“Course” pages are the classes in which you’re currently enrolled.

- i.e. Biology, Global Studies, English 9

[Return to topics](#)

Course Features

Course Materials and Assignments

Course Announcements

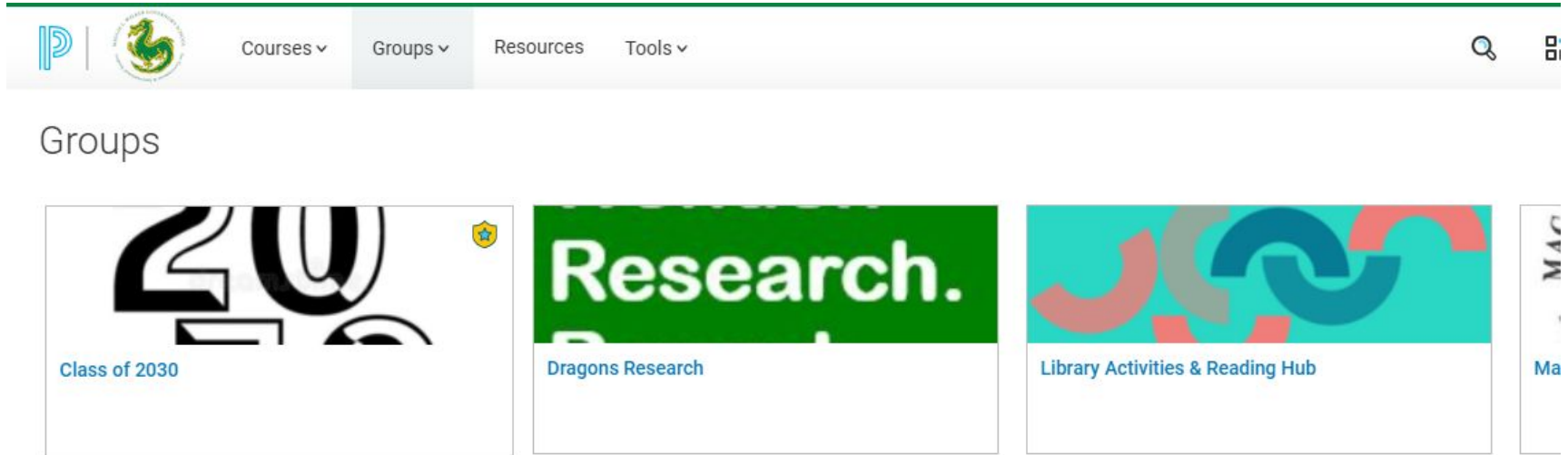
Course Agendas should be located here

Check PowerSchool for your official Grade

Calendar will be used for major assignments and tests, however, some teachers will use the calendar for all assignments

[Return to topics](#)

Groups



Groups are for clubs, sports, and other topics or activities.

You should see these three groups. If not, please reach out so you can be added.

[Return to topics](#)

Class of 2030 Group Page

The screenshot shows the 'Class of 2030' group page for Maggie L. Walker Governor's School. The page layout includes a left sidebar with navigation options, a central content area with a rich text editor, and a right sidebar with upcoming events and members. Three red callout boxes with arrows highlight specific features: 'Announcements' points to the 'Updates' option in the sidebar; 'Links and Resources' points to the 'Resources' option in the sidebar; and 'Calendar and Events' points to the 'Upcoming' section in the right sidebar.

CLASS OF 2030

Class of 2030
Maggie L. Walker Governor's School

Notifications

Group Options

- Updates
- Discussions
- Albums
- Members (2)
- Resources

Access Code ×
MTSH-NGXK-37NNG
[Reset](#)

Information [Edit](#)

Announcements

Rich text editor toolbar: B I U, bulleted list, numbered list, link, unlink, ABC, 12, insert image, text color, background color, indent, outdent.

Post

Most Recent

There are no posts

Calendar and Events

Upcoming 17 [Add Event](#)

No upcoming assignments or events

2 Members

Links and Resources

[Return to topics](#)

Dragons Research Group

The screenshot displays the 'Dragons Research' group page. At the top is a green navigation bar with 'COURSES', 'GROUPS', and 'RESOURCES' tabs, along with icons for search, grid view, calendar, email, and notifications. On the left, a green banner reads 'Wonder. Research. Repeat.' Below it is a sidebar with 'Updates', 'Discussions', 'Albums', and 'Resources' (circled in red). The main content area shows a post by Wendy DeGroat and a list of resources. A red arrow points from the circled 'Resources' tab to the 'Resources' section on the right.

Dragons Research
Maggie L. Walker Governor's School

Most Recent

Wendy DeGroat

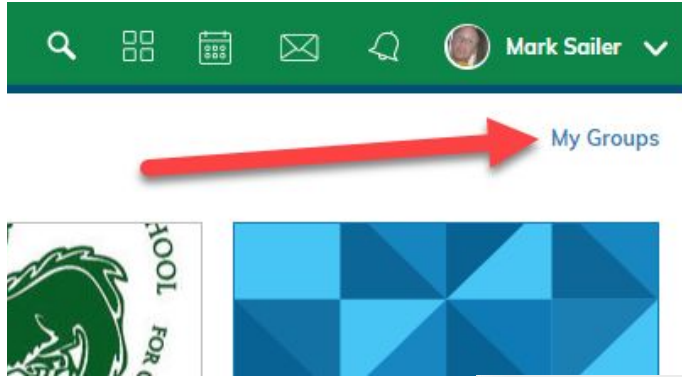
You now have access to current articles in the Wall Street Journal at WSI.com. Please see the...

Resources

- ☐ Title
- ☐ **Research Toolbox - Organized by Research Task**
Added by You · Aug 10, 2024
- ☐ **Look for BOOKS and DVDs in the Library (online catalog)**
<https://gsgis.follettdestiny.com/common/welcome.jsp?site=100&context>
Added by You · May 19, 2023
- ☐ **library_passwords_Aug2024.pdf**
Added by You · Aug 10, 2024
- ☐ **jstor_access_steps_updated_9Aug2024.pdf**
Added by You · Aug 10, 2024
- ☐ **Noodle Tools for MLWGS**
<http://www.noodletools.com/login.php?group=5328&code=5680>
Added by You · Nov 20, 2023

[Return
to topics](#)

Joining a Group



Groups

My Groups School Groups Public Groups

Current Archived

	Class of 2025 	
Maggie L. Walker Governor's School · 239 members		
	Class of 2026 	
Maggie L. Walker Governor's School · 227 members		
CLASS OF 2027	Class of 2027 	
Maggie L. Walker Governor's School · 238 members		
	Community Service	
Maggie L. Walker Governor's School · 1856 members		
	Dragons Read 	
Maggie L. Walker Governor's School · 68 members		
	Dragons Research 	
Maggie L. Walker Governor's School · 1729 members		

Manage Groups

[Join Group](#) [Create Group](#)

[↑ Reorder Groups](#)

[Return to topics](#)

Schoology Calendars

COURSES GROUPS RESOURCES

Today August 2020 · 1 of 27 Calendars

Month Week Day

Me

Introduction to Assess...
Sunflower School District

The Mech Tech Dragon...
Maezie I. Walker Governor's

Physics: Section 8
Maezie I. Walker Governor's

Physics: Section 8
Maezie I. Walker Governor's

Molecular Biology: Secti...
Maezie L. Walker Governor's

FIRC Science: Section 64
Maezie I. Walker Governor's

FIRC Science: Section 63
Maezie I. Walker Governor's

FIRC Science: Section 61
Maezie I. Walker Governor's

FIRC Science: Section 34
Maezie I. Walker Governor's

Summer Meeting #3
Training and Program
Testing 5:00 pm

Return to topics

Add personal items to the calendar.

Turn specific class or group calendars on and off with the box.

Access Schoology Calendars from here

Schoology Personalization

Update your schoology profile.

Help your teachers and classmates by uploading a photo of yourself.

The screenshot shows the Schoology user interface. At the top, a green header bar contains a notification bell icon, a profile picture of Mark Saito, and the name 'Mark Saito' with a dropdown arrow. A red arrow points from the profile picture to the 'Fill out your profile' pop-up. Below the header, a sidebar menu lists 'Your Profile', 'Maggie L. Walker Govern...', 'Settings', 'Subscriptions', and 'Logout'. A red arrow points from 'Your Profile' to the left, and another red arrow points from 'Settings' to the left. A red arrow points from the 'Fill out your profile' pop-up to the 'Add your photo' option. A green callout box at the bottom center contains the text: 'You can change your password in "Settings"'. A pink box at the bottom left contains the text: 'Return to topics'.

Return to topics

You can change your password in "Settings"

**Please do this
when you have
a chance.**

Additional Schoology Features



Message feature in Schoology
can be used to send
messages.



Notifications

Please Note - not all teachers
use Schoology Messages -
refer to course policies and
syllabus

[Return
to topics](#)



PowerSchool

[Return
to topics](#)

[Anonymous Alerts](#)[Calendar](#)[Ex. Director's Snapshot](#)[MLWGS Foundation](#)[News](#)[Success Stories](#)[Search](#)[About](#)[Academics & Activities](#)[Admissions](#)[Athletics](#)[MWtech](#)[Parents](#)[Students](#)

Maggie L. Walker Governor's School (MLWGS)

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[Learn More](#)[Return to topics](#)

PowerSchool



You have already been provided usernames and passwords for PowerSchool

A screenshot of the Maggie L. Walker Governor's School website. The header includes the school's name and logo, a navigation bar with links like 'Anonymous Alerts', 'Calendar', 'Ex. Director's Snapshot', 'MLWGS Foundation', 'News', 'Success Stories', and a search bar. Below the header is a green sidebar with 'Student Resources' and a list of links: Counseling, Honor Code, Incoming Freshmen, Library, Operational Changes & Special Messages, PowerSchool, Schoology, Summer Assignments, and Technology [MWtech]. A large red arrow points from the top left towards the 'PowerSchool' link in the sidebar.

Maggie L. Walker
GOVERNOR'S SCHOOL
for Government and International Studies

Student Resources

Resources for students at Maggie L. Walker Governor's School.

Counseling

Honor Code

Incoming Freshmen

Library

Operational Changes & Special Messages

PowerSchool

Schoology

Summer Assignments

Technology [MWtech]

You can also Click on the "MLWGS Links" folder and right click the link for Powerschool or access the Tab you opened earlier.

[Return to topics](#)



PowerSchool Mobile App



School Code: RXKP

- Use the code above when prompted by the app to access PowerSchool on your mobile device.





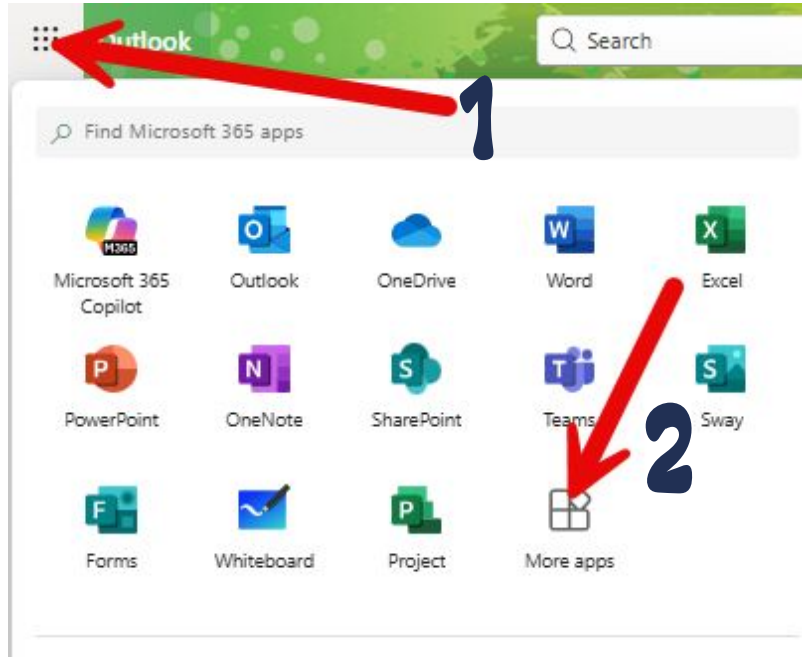
Office 365

[Return
to topics](#)

Office 365 - Log in, check email daily!

<http://office365.com>

Login/Sign In with school email and password



1 Click on the “Waffle” - top left hand corner near “Outlook”

Shows a List of online Apps available.

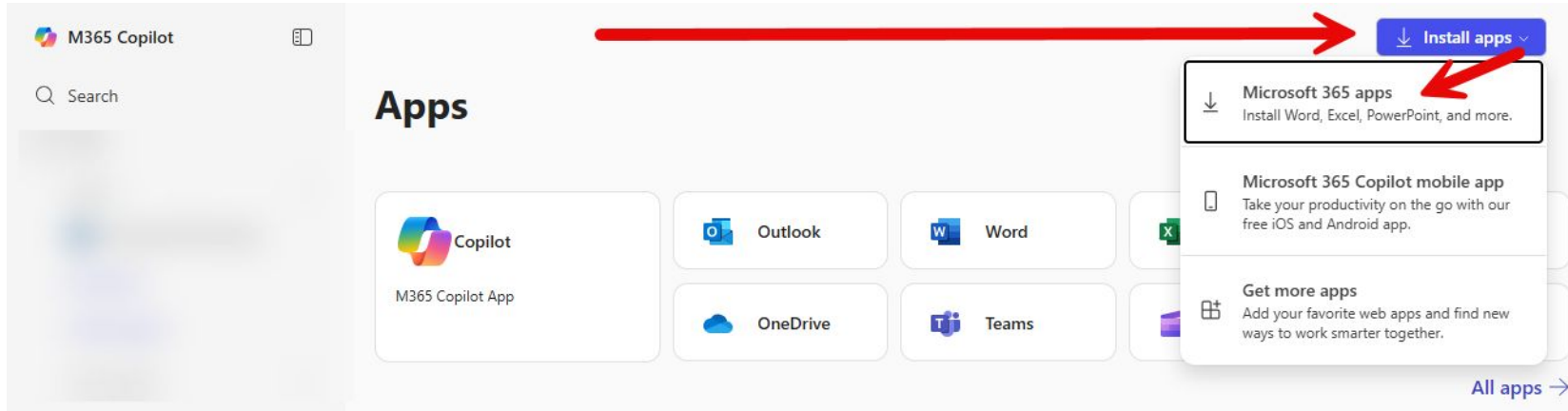
2 Click on “More Apps”

[Return to topics](#)

Installing Office 365 to Personal Devices

<http://office365.com>

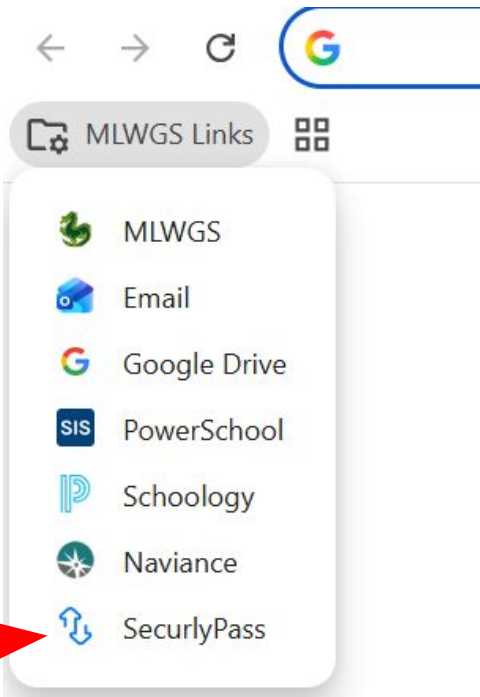
Login/Sign In with school email and password



Office 365 Apps are already installed on your School device. You may, however, install on additional devices at home.

[Return to topics](#)

Securly Pass



[Return
to topics](#)

Passes



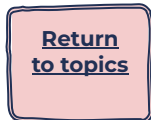
MLWGS uses **securlypass** for passes to/from class.

Some passes will require teacher approval before being granted (i.e. clinic, attendance, counseling, Tech office, etc.).

Access the pass system using the bookmarked link in your chrome browser.

Some classes (Art & Music), will have a kiosk set up for you to request a pass - please remember your credentials.

The screenshot shows the securlypass login interface. At the top is the securlypass logo. Below it, text instructs users to choose a third-party service for authentication (Google, Clever, Microsoft, ClassLink, or GG4L). A red arrow points to the Microsoft button, which is highlighted with a red square. Below the buttons are input fields for Email and Password, a 'Forgot password?' link, and a 'Login' button.



Final Tips



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Computer Availability on Campus



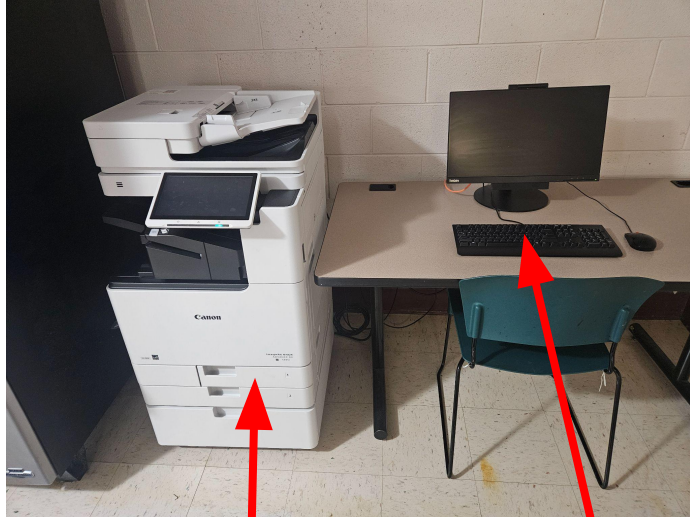
- Library
- Cafeteria
- Room 123



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Printing and Copying Documents on Campus



**Quick Print
Station**

**Student Copier
and Scanner**

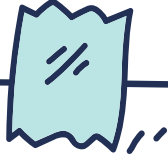
- Use the Quick Print stations in the Library or Cafeteria for printing. They will be logged into the “**libraryone**” account
 - Use Chrome to access your files for printing.
- If you need multiple copies, print just one original and then use the student copier in the Cafeteria to make copies.

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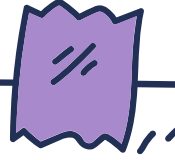




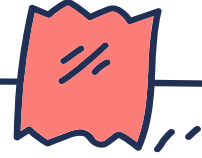
Computer Lab Citizenship



- Clean up after yourself
- No vandalism
- No food or drink near computers



Always sign out of your accounts when finished at a computer.



If something isn't working, report to your teacher or the Technology Help Desk as soon as possible.

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Closing



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Help Desk

AAWtech
Help Desk

We are currently next door in
Room 114.

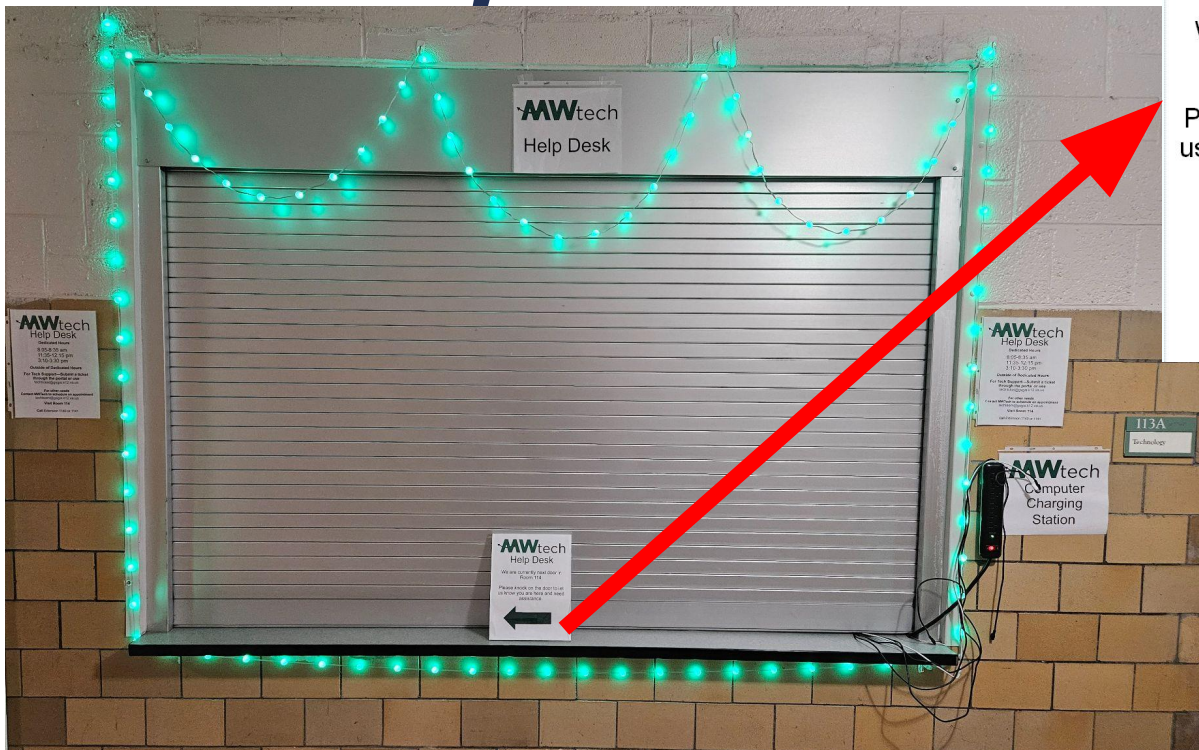
Please knock on the door to let
us know you are here and need
assistance.

Normal Hours

8:05-8:35

11:40-12:15

3:10-3:30



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Thanks

**MWTech Help Desk
Room 113**

MWTech Office - Room 114

- Ms. Kincaid
- Mr. Sailer
- techteam@gsgis.k12.va.us

Mr. Bortz, Chief Technology Officer - Room 213

Do you have any questions?

MWtech

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