HOUGANG
SECONDARY SCHOOL

Supporting Your PDLP Journey@HS

#myhspld

HOUGANG

Key questions to Hougeans

What I know	What is expected of me?
Each student will be provided with an email account (Student ICON) Student ICON provides access to GSuite, (Upcoming: Microsoft Pro Plus and Zoom) Students will be equipped with an iPad for T&L Installation of DMA Peripherals include Pencil, and Keyboard	1. Continue to be guided by Cyber Wellness principles of Sense, Think and Act. 2. Take care of your PLD and peripherals. 3. Maintain your IAMS password and change it before it expires every three months. 4. Highlight any cyber wellness concerns to the ICT and PM team, or your CCs

Upcoming Activities for PDLP Journey@HS

- Onboarding to Student ICON (23rd to 30th Apr) *[Updated]*
- Briefing to Parents on PDLP and DMA (Sign-up basis, comms to parents via PG)
- Onboarding to PLD (7th and 12th May)
- Follow-up on PLD issues (installation of screen protector etc., onboarding of personal PLDs)

Partnering you for your Cyber Well-being - DMA

- The default Device Management Application (DMA) settings will be used. **Parents will be informed on DMA-related matters via PG**.
- We encouraged students to maintain a balanced lifestyle between offline and online activities.
- Continue to be a safe and responsible user of the internet and maintain a positive online presence
- Be responsible for personal well-being in the cyberspace while looking out for your peers.

Default DMA

MOE DMA settings will continue after school hours
Devices to be restricted only to teaching and learning.

*School hours refer to 7 am to 6 pm daily, inclusive of weekends and school and public holidays
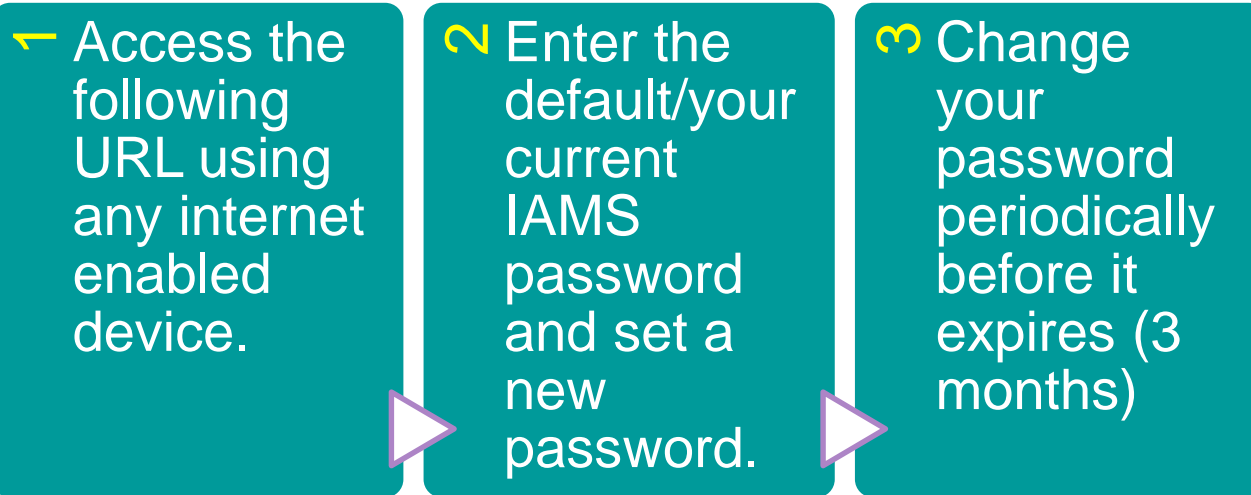
Data Collected and Access Rights

The DMA does **NOT** collect any of these data:

- Student login IDs and passwords
- Student's activities and data (e.g. posts, online comments, shopping cart, etc.) when they visit websites and use apps
- Documents and photos stored in the PLDs
- PLD location
- Webcam videos and microphone recordings

Student ICON

Empowering You
Learning with You

Steps

| 1 Access the following URL using any internet enabled device. | 2 Enter the default/your current IAMS password and set a new password. | 3 Change your password periodically before it expires (3 months) |

https://workspace.google.com/dashboard

Use your web browser*(e.g., Chrome, Safari) to access Student iCON at:
https://workspace.google.com/dashboard

1 Enter your **Student** *iCON* *email address.* *Click* ***Next.***

2 You will be directed to the **Microsoft sign in** page to authenticate your credential.

Enter your **Student** *iCON* *email address* *again and* *click* ***Next.***

3 Enter your **IAMS** *password* *and click* ***Sign in***.

⚠ If you encounter issues during login, please refer to Annex A for troubleshooting instructions.

*Note that mobile apps such as Gmail app and Apple Mail app are not supported in the pilot phase.

Google

Sign in

Use your Google Account

Email or phone
1 test_studentB@students.edu.sg

Forgot email?

Not your computer? Use Guest mode to sign in privately.
Learn more

Create account   Next

Microsoft

Sign in

2 test_studentB@students.edu.sg

Can't access your account?

Sign-in options

Next

Microsoft

← test_studentb@students.edu.sg

Enter password

3 ....

Forgotten my password

Sign in

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If you have reset your IAMS password before, please continue to step 4. If you have not reset your password, please proceed to step 5.

4 You will be prompted to input your **current password** in the first field followed by your **new password in the second and third field**.
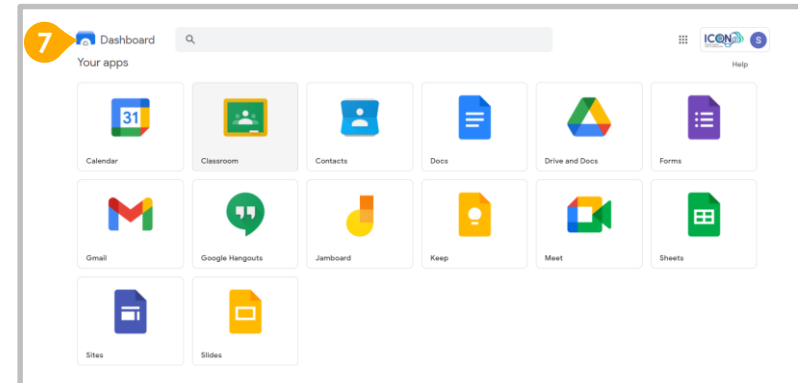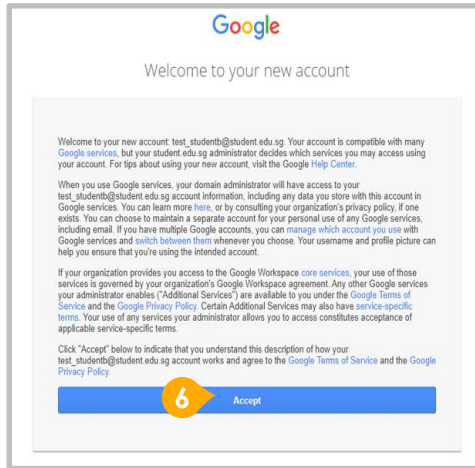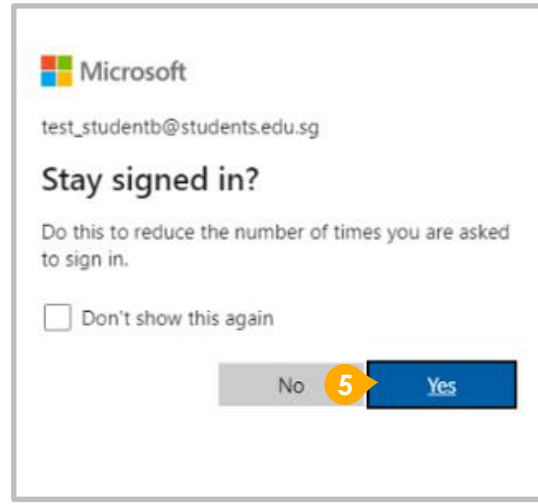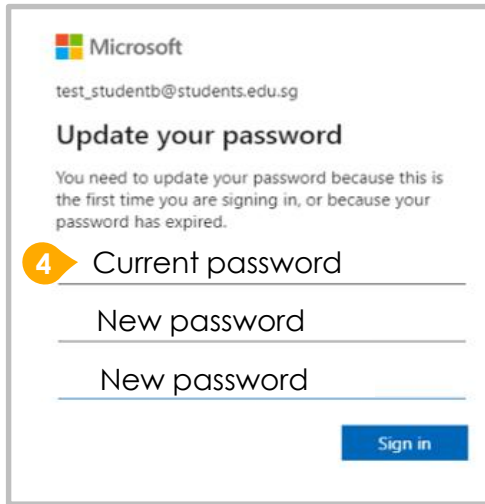
Click **Sign in** to proceed.

5 Click **Yes** to proceed.

6 To acknowledge the message, click **Accept**. Take note of the terms and conditions in the use of this email account.

7 You will be directed to **Google Workspace Dashboard page.** To ensure that the onboarding is complete, refer to page 4, 5, 6.
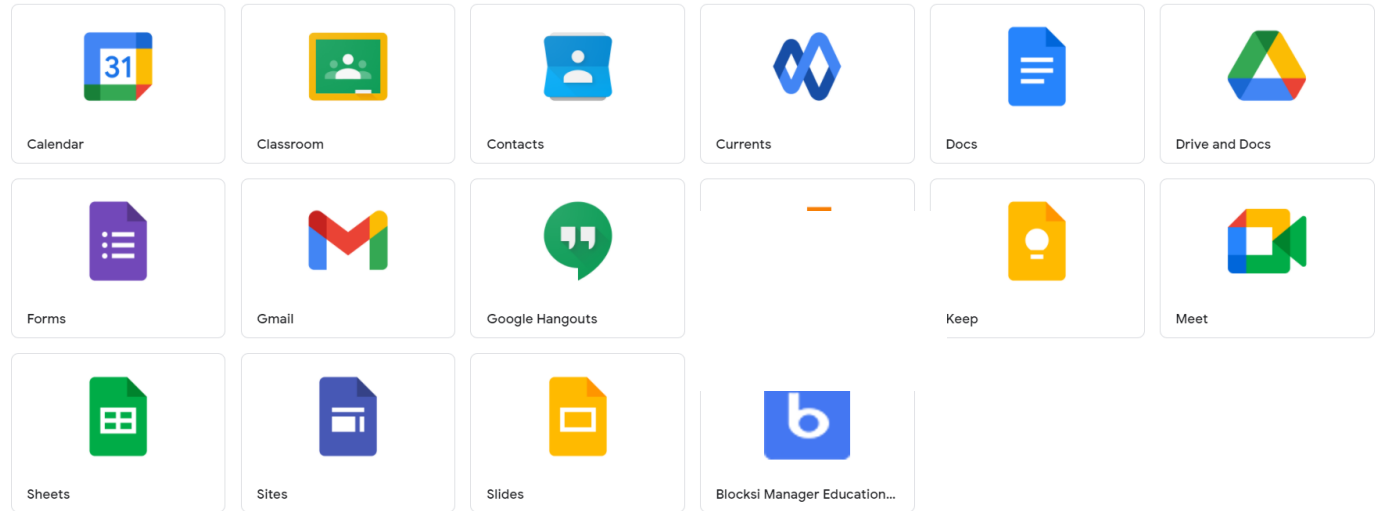
• Page 4: Primary 1 to 3
• Page 5: Primary 4 to 6
• Page 6: Secondary and JC/MI

Microsoft

test_studentb@students.edu.sg

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password

New password

New password

Sign in

Microsoft

test_studentb@students.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No   **5** Yes

Google

Welcome to your new account

Welcome to your new account: test_studentb@student.edu.sg. Your account is compatible with many Google services, but your student.edu.sg administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

When you use Google services, your domain administrator will have access to your test_studentb@student.edu.sg account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Workspace core services, your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test_studentb@student.edu.sg account works and agree to the Google Terms of Service and the Google Privacy Policy.

6 Accept

7 Dashboard

Your apps

Calendar	Classroom	Contacts	Docs	Drive and Docs	Forms
Gmail	Google Hangouts	Jamboard	Keep	Meet	Sheets
Sites	Slides

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1 Students in Secondary should see these apps on the dashboard.

⚠️

If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

GSuite – linked to Student ICON

1 Your apps

Help

Calendar	Classroom	Contacts
Currents	Docs	Drive and Docs
Forms	Gmail	Google Hangouts
Keep	Meet	
Sheets	Sites	Slides
Blocksi Manager Education...		

Offline Mode

Student iCON (Google) offline mode would be activated on 20 Apr 2021. It allows students to create, view and edit Docs, Sheets and Slides even when students are not connected to the Internet.

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Expectation and Support

(1) It is **students' responsibility** to change their password.

(2) Students can go through the same process to **change their password** from this Friday (23rd Apr) after curriculum time. This should be completed **before 30th Apr**.

(3) Levels **are rostered** as follows to avoid overcrowding. Students should, as a matter of personal responsibility, perform the onboarding on their own using a standard laptop/desktop at home. Should you encounter issues or do not have access to such devices, you can come to the comp labs on your allocated day in the afternoon for assistance.

Refer to **annexes** for Trouble-shooting guide

Date/Day	Targeted Level	Venue – Comp Lab 2	Venue – Comp Lab 3	Venue – Comp Lab 4	Venue – SRC
26 Apr (Mon)	Sec 1	2.10 – 4.10 pm	2.40 – 5.10 pm	2.40 – 4.10 pm	2.40 – 5.10 pm
27 Apr (Tue)	Sec 2	2.40 – 5.10 pm	-	3.40 – 5.10 pm	-
28 Apr (Wed)	Sec 3	2.40 – 5.10 pm	3.30 – 5.30 pm	2.40 – 5.10 pm	1.30 – 5.10 pm
29 Apr (Thu)	Any	-	-	-	2.40 – 5.10 pm

Security and Safety

Maintaining your Acounts

Most of the IAMS will be integrated with IAMS in the future. IT is very important that you maintain and safekeep your IAMS password.

*Student ICON

*SLS

IAMS

My Skillsfuture

HS Innovate

*iMTL

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Students are expected to **maintain your own IAMS account** and perform a password change at the HS Library or SRC (Term 3 onwards)
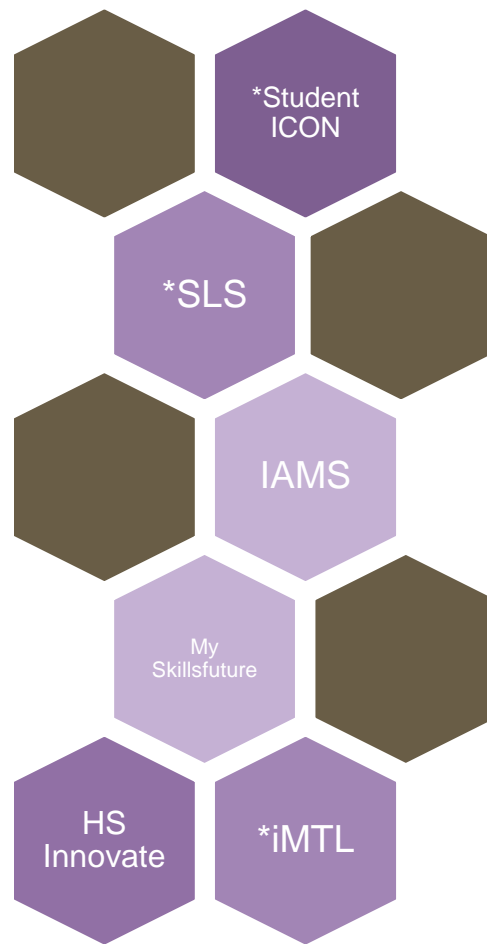
Maintaining your IAMS password

IF account is locked, please approach the general office to look for either of the following ISAC.

ISAC	
Ms. Jolin Chang	Mr Ben Oh

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You will need your Student ICON User ID and Password to onboard the PLD

Date	Classes
7th May	Sec 1 Sec 2 (After last exam paper)
12th May	Sec 3, and Absentees
19th May onwards	Onboarding Personal PLD Installation of Screen Protector

- Each session will be 1.5 h

- Details will be shared with parents via PG

Possible issues you may encounter when onboarding to Student iCON.

For issues A to C, please report it to your CC who will log a case with SSOE Service Desk:

A When you use a web browser to visit a Google app on your dashboard and see this error message.

B
C The email address you have provided for the Google or Microsoft Sign In page cannot be found.

Google

A We are sorry, but **you do not have access to Gmail.** Please contact your Organization Administrator for access.

Google

Sign in

Use your Google Account

Email or phone
test_student@students.edu.sg

B ⛔ Couldn't find your Google Account

Microsoft

Sign in

C This username may be incorrect. Make sure that you typed it correctly. Otherwise, contact your admin.

test_student@students.edu.sg

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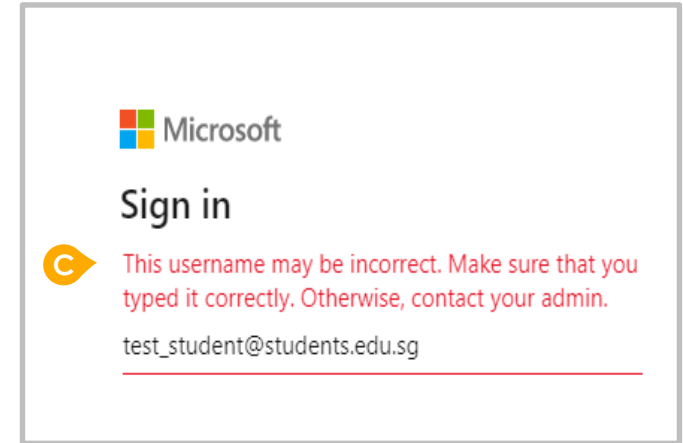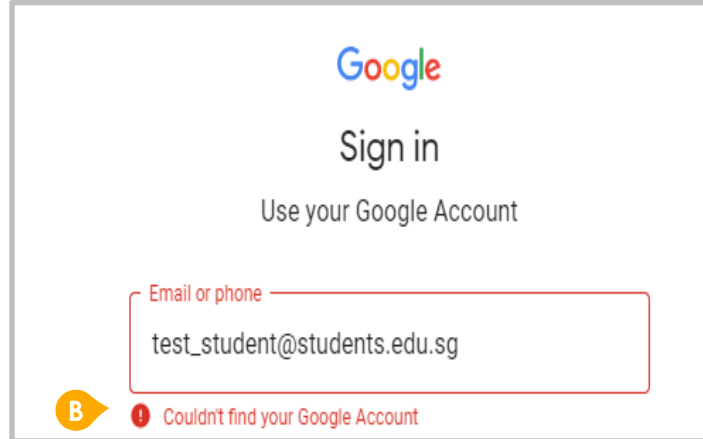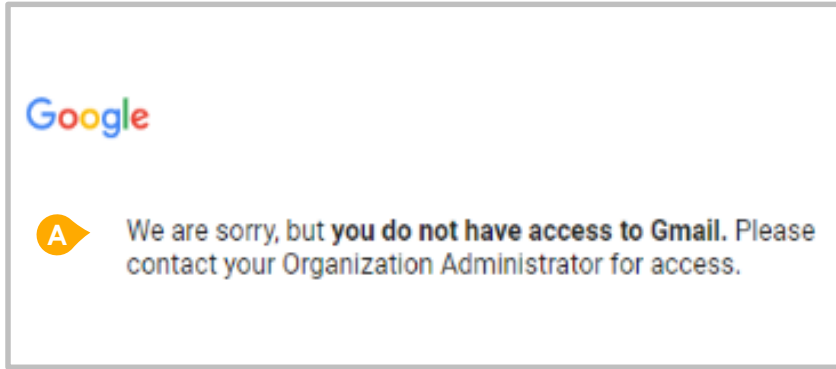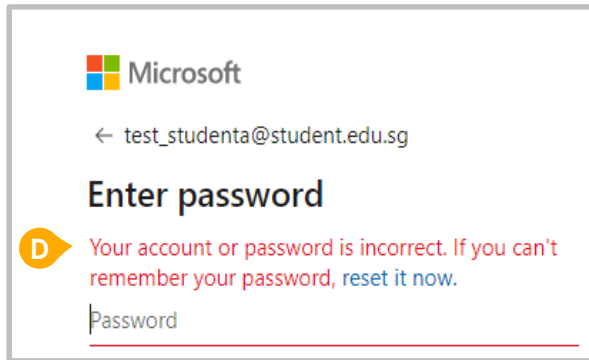
Possible issues you may encounter when onboarding to Student iCON.

For issue D, E or other IAMS password-related issues, e.g. forgotten password or inactive account, please approach your school's IAMS Student Account Coordinator (ISAC) to reset your password.

D The password you have provided is incorrect.

E Your account has been locked out due to keying in the incorrect password too many times.
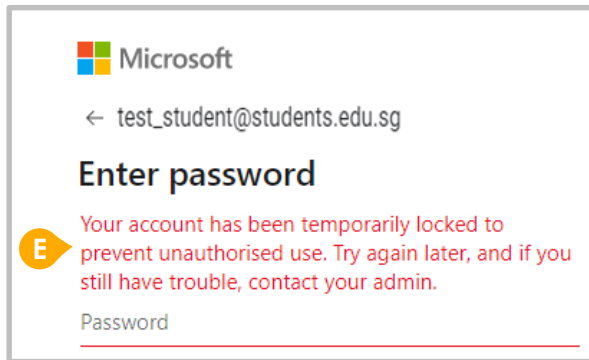

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