

How to enroll our students online with GAFE/GSFE

Grade 9-12 Students

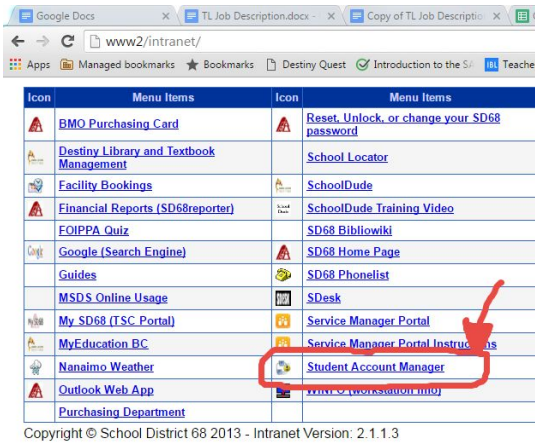
- These students can give self consent via web form on SD68 NLPS public website to participate in GAFE/GSFE
- The students would choose *their school*, enter their *PC computer logon name*, and enter their *PC Computer password* in the form to place request for Learn68.ca account.

Elementary Schools and Grade 8 Students

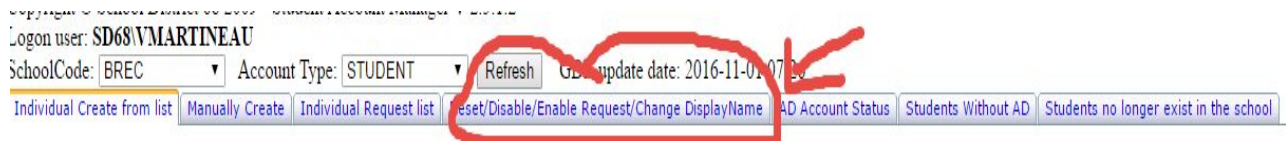
- Collect paper consent forms of students participating in GAFE/GSFE
- For ease put them in alphabetical order by grade and/or by division

PC Student Account Manager

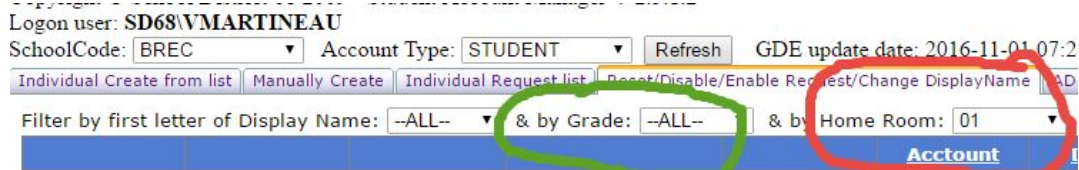
- In SD68 Intranet page of Links related to your position. (accessible on your laptop and/or desk computer) go to Student Account Manager link.
- If you do not see “Student Account Manager” on the Intranet page, then contact your Principal who can make a request to HelpDesk indicating your name would like to use Student Account Manager for your school.



- Middle tab - Reset/disable/enable/request change/changedisplayname



- Use filters to choose by grade or division



- Click “Enable Google” text switch beside the student username, after a screen refresh or approx. one minute the same area will display “disable Google” for that student. This is ok as these are “Action text” buttons. (it will do “the action” that the text displays to that student account) Remember only complete this for the students with Privacy forms returned and in your hand. Suggest keeping paper forms on file in school office.



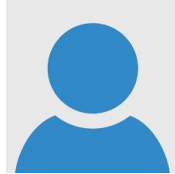
- *Please note enable takes a few seconds to click in - **if you double click it it will unenable it**. Our experience has been to click once then move to the next. After you have completed a page or 5-10 students press refresh.
- New Student Learn68.ca account requests are checked for each evening, so the Student accounts would be available the next business day.
- Student “Learn68.ca username” is the same username they have for PC computer use.
- Students are to use the Learn68.ca provisional/first use password, that was issued to the school, to allow the students to logon to their Learn68.ca account. This first use password is not their PC computer password. The students will be prompted to change their Learn68.ca password to something of their own creation (min 8 characters long) during first logon.
- Prepare the students ahead of time to record this new password in a method and or location that matches their capacity to use the account. The student can change their own Learn68.ca password at any time, if they know the current password.
- If student is not able to remember the password they set, then the following is available for some of the staff at each school, to reset Learn68.ca password for students at their school only.

How to change a student password on Learn68.ca domain

GAFE\GSFE Student Account Passwords

- In a Chrome Browser go to **admin.google.com** (accessible on your laptop and/or desk computer, Chromebook) go to “Users” link.

- Choose *users icon* -



- **Locate the student account by First, Last, or username**

Follow the “tree of clicks” down through Organization units on left side of window. 3Hint: small triangle indicates sub organizations inside (mouse click triangle to enter).

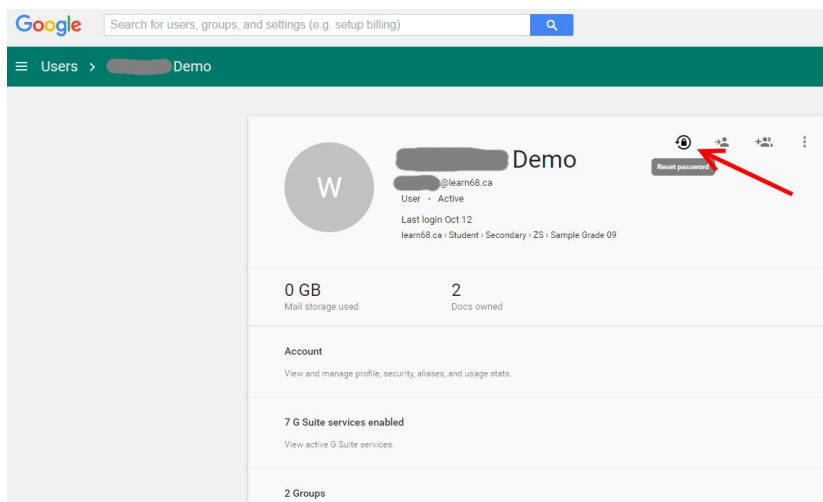
- Student
- Elementary
- 4-7 (or K-3)
- School name
- Grade (drop down to graduating year and click)

Locate and click on students name.

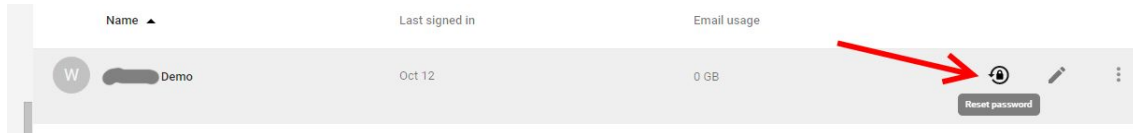
Remember to set “require change password for next sign in”

Quicker way to look up student name

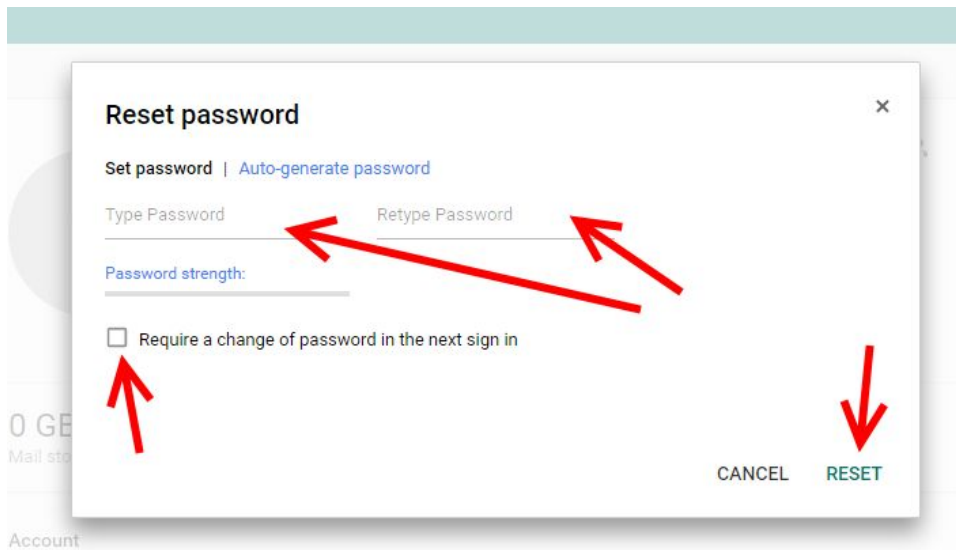
- Search for user in “top text bar area”, but you will see more than just your school in the search results
- Change the student’s Learn68.ca password, with mouse click on reset button



- Or, from the list, you can click the “reset password” for that student.



- When changing students password.
 - enter new password “twice” (min 8 characters),
 - then place check mark on - “Require change password next sign in”
 - Click “reset” button



Next Popout confirms reset has occurred - but you do not have to send email to student
Just click “Done” to complete password reset for this student.

