



Onboarding Guide for Student iCON
v1.1 | 26 February 2021

Onboarding Student iCON

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

You can also access the link from the school website. See under Our Resources → For students

1 Enter your **Student iCON email address (also known as MIMS ID)**. Click **Next**.

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

Enter your **Student iCON email address (MIMS ID)** again and click **Next**.

3 Enter your **MIMS 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

1 Email or phone
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

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

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

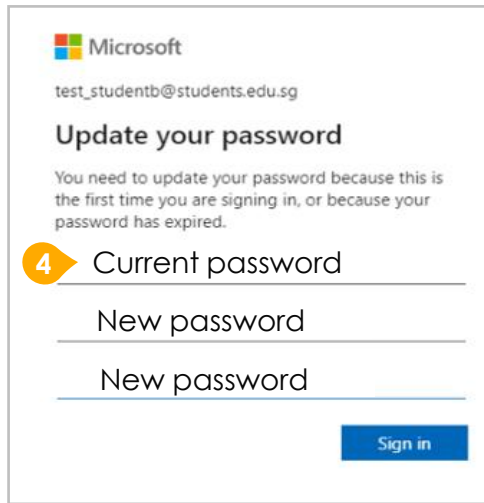
Click **Sign in** to proceed.

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

• Page 4: Primary 1 to 3



Microsoft
test_studentb@students.edu.sg

Update your password

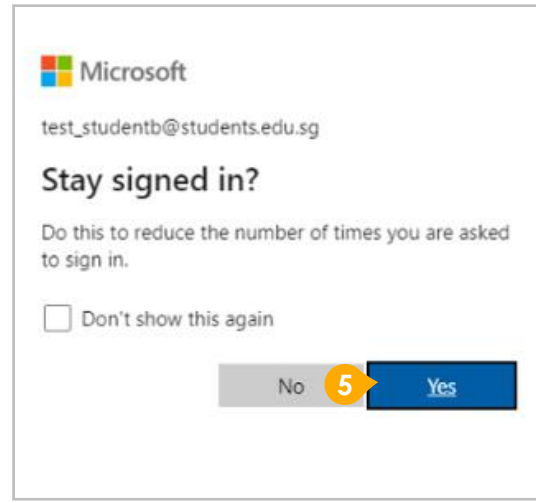
You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password _____

New password _____

New password _____

Sign in



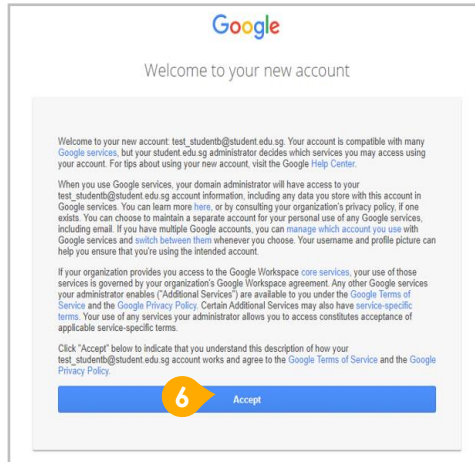
Microsoft
test_studentb@students.edu.sg

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

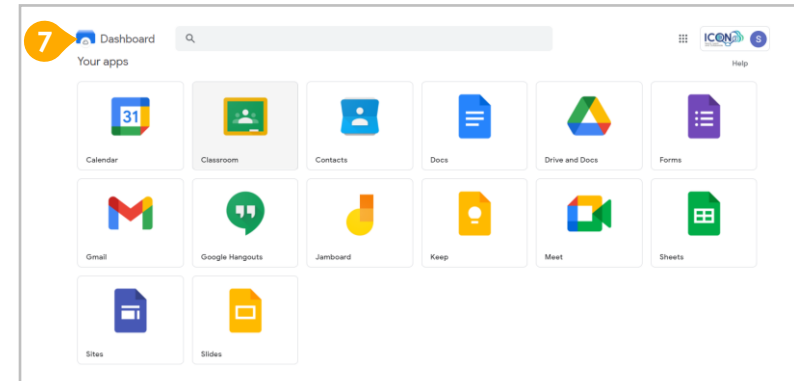
Welcome to your new account: test_studentb@student.edu.sg. Your account is compatible with many Google services, but your student.edu.sg administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

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				

Apps available for Primary 1 to 3

1 Students in Primary 1 to 3 should see these apps on the dashboard*.

Note: Certain apps such as Gmail and Google Currents are not available to the students.

1

Your apps

Help



Calendar



Classroom



Contacts



Docs



Drive and Docs



Forms



Google Hangouts



Jamboard



Keep



Meet



Sheets



Sites



Slides

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

* The Google Workspace Dashboard Page shown on the right is correct as of 19 February 2021. The apps shown may vary from time to time by Google.

ANNEX A1 – Troubleshooting instructions for potential onboarding issues

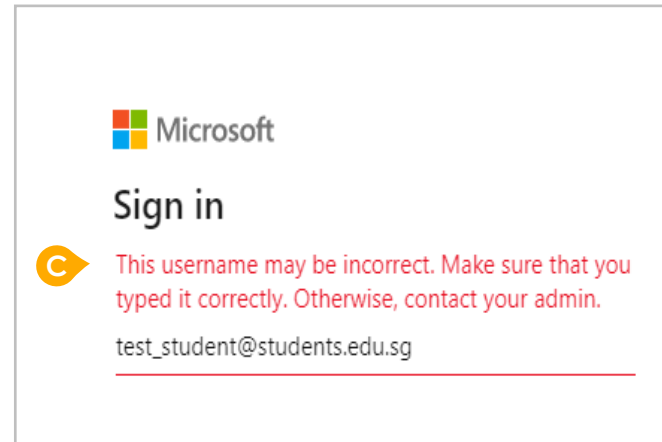
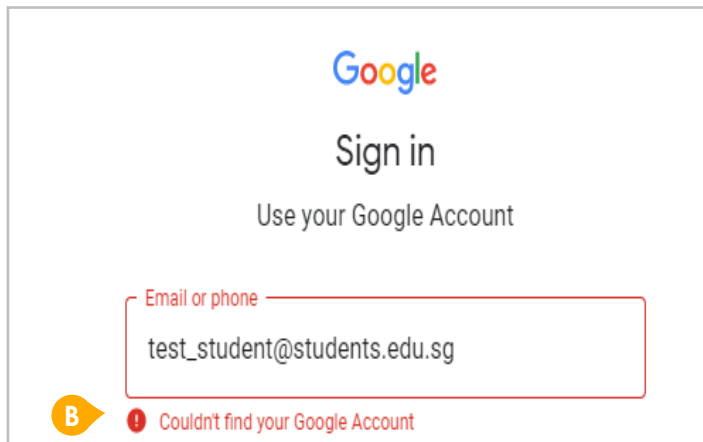
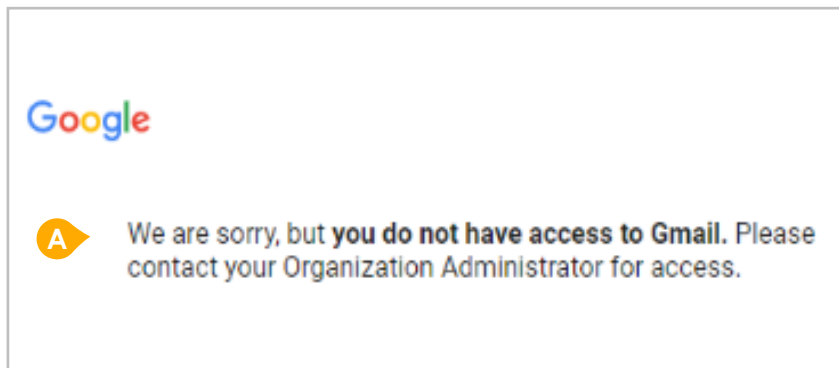
Possible issues you may encounter when onboarding to Student iCON.

For issues A to C, please report it to your form teacher / subject teacher 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.

(Note: Certain apps are disabled. For example, Gmail app is disabled for primary 1 to 3).

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



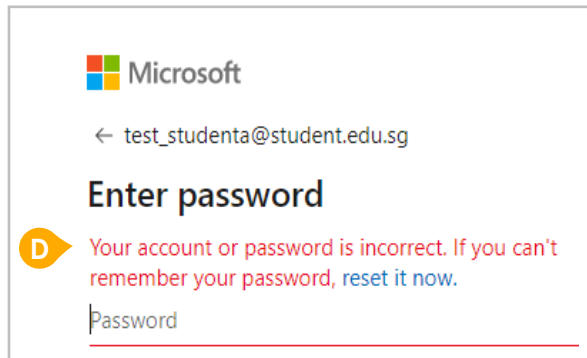
ANNEX A2 – Troubleshooting instructions for potential onboarding issues

Possible issues you may encounter when onboarding to Student iCON.

For issue D, E or other MIMS password-related issues, e.g. forgotten password or inactive account, please inform your school by sending an email to admin_clementi_ps@moe.edu.sg 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.



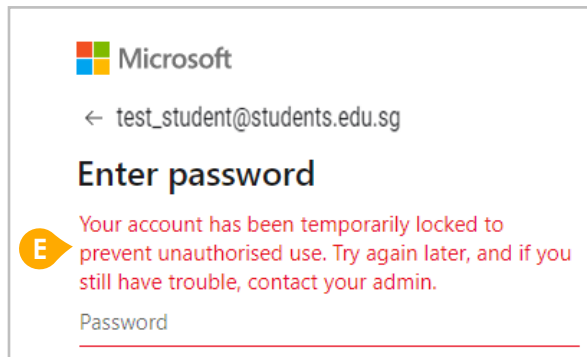
Microsoft

← test_studenta@student.edu.sg

Enter password

D Your account or password is incorrect. If you can't remember your password, [reset it now](#).

Password



Microsoft

← test_student@students.edu.sg

Enter password

E Your account has been temporarily locked to prevent unauthorised use. Try again later, and if you still have trouble, contact your admin.

Password

BBC Touch-typing

We would like you to encourage your child/ward to access the following website and practice Touchtyping skills at their own time.

URL: <https://www.bbc.co.uk/bitesize/articles/z3c6tfr#zn9s3qt>

This will help to build up their digital literacy and technological skills starting from Primary 1, and aid them to be able to type in their own MIMS ID / SLS ID and passwords to access various educational tools used such as SLS.

We hope to be able to partner with you in their ICT journey at Clementi Primary School.

Jump to

- [Time to practise](#)
- [Dance Mat Typing](#)
- [Level 1](#)
- [Level 2](#)
- [Level 3](#)
- [Level 4](#)
- [Why learn to touch type?](#)
- [Health and safety](#)

Let's practise our typing skills

Build and test primary Computing skills with different levels of touch type challenges.

Learn and practise:

- typing letters in rows
- typing keys on the home row
- typing capital letters, apostrophes, slashes and full stops

