Start of Year ICT Setup For Sec 2 - 5

Term 1 Week 1

MIMS / Student iCON Account

# MIMS / Student iCON Account

- MIMS stands for **M**OE **I**dentity **M**anagement **S**ystem

- What it is used for
  - Login to school computers
  - Login to Mobile Guardian App on iPad
  - Login to School Wireless Network (SWN) on personal electronic devices (PEDs)
  - **(NEW)** Student Learning Space
  - Student iCON email
  - Google Apps (e.g docs, sheets, slides)
  - Zoom
  - Any other ICT accounts that require Google login

DAMAI
SECONDARY SCHOOL

Check your MIMS / Student iCON Username

- Username / Email address format: full_name**@students.edu.sg**

- If you have forgotten your username, you can enter URL
  https://go.gov.sg/dssuser or click on icon on PLD

Step 1: Select **Students**
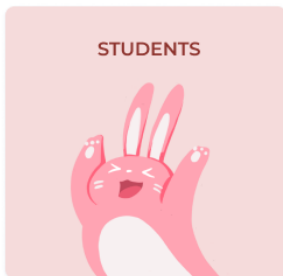
Step 2: Key in your **NRIC/Birth Cert No** & click **Log In**

NRIC / Birth Cert No. *

LOG IN

- Record your username now!

DAMAI
SECONDARY SCHOOL

Selecting a new Password

- Your <u>MIMS password has been reset</u> as you are required to change your passwords periodically to protect your ICT account(s)
- Here are some password examples that will meet the password requirements

Example	Think of a favourite place / object (at least 8 characters)	Think of 4 numbers you can remember	Password (1st character in upper case)
1	Singapore	2023 (current year)	Singapore2023
2	Spongebob	1234	Spongebob1234
3	Chickenrice	0102 (birthday 1 Feb)	Chickenrice0102

Now think of your **own password** and write it down!

DAMAI
SECONDARY SCHOOL

For Reference: New Password Requirements

1. Password must be at least **12 characters** long.

2. Password must contain **at least 1 lowercase letter**(s).

3. Password must contain **at least 1 numeric character**(s).

4. Password must contain **at least 1 uppercase letter**(s).

5. Password must contain **at least 2 alphabetic character**(s).

6. Password **must not be one of 3 previous passwords**.

7. Password **must not match or contain first name**.

8. Password **must not match or contain last name**.

9. Password **must not match or contain user ID**.

DAMAI
SECONDARY SCHOOL

Clear Safari History & Website Data

1 Open **Settings** App

2 Select **Safari**

3 Select **Clear History and Website Data**

4 Select **Clear**

Raise your hand if you need help.

Settings

- App Store
- Wallet & Apple Pay
- Passwords
- Contacts
- Calendar
- Notes
- Reminders
- Voice Memos
- FaceTime
- Safari
- Translate

Safari

PRIVACY & SECURITY

Prevent Cross-Site Tracking

Hide IP Address — From Trackers

Block All Cookies

Fraudulent Website Warning

Privacy Preserving Ad Measurement

Check for Apple Pay

Allow websites to check if Apple Pay is enabled and if you have an Apple Card account.
About Safari & Privacy...

Clear History and Website Data

SETTINGS FOR WEBSITES

Page Zoom

Request Desktop Website

Clear History and Data
Clearing will remove history, cookies and other browsing data.

Cancel   **4** Clear

8

5 Scan below QR code

Raise your hand if you need help.

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

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

8 Enter the **default password** and click Sign in.

Raise your hand if you need help.

Google

Sign in

Use your Google Account

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

6

Microsoft

Sign in

test_studentB@students.edu.sg

Can't access your account?

Sign-in options

Next

7

Microsoft

← test_studentb@students.edu.sg

Enter password

••••••••••••

Forgotten my password

Sign in

8

Default password:
Computer2023

10

9 Re-enter the default password: **Computer2023**
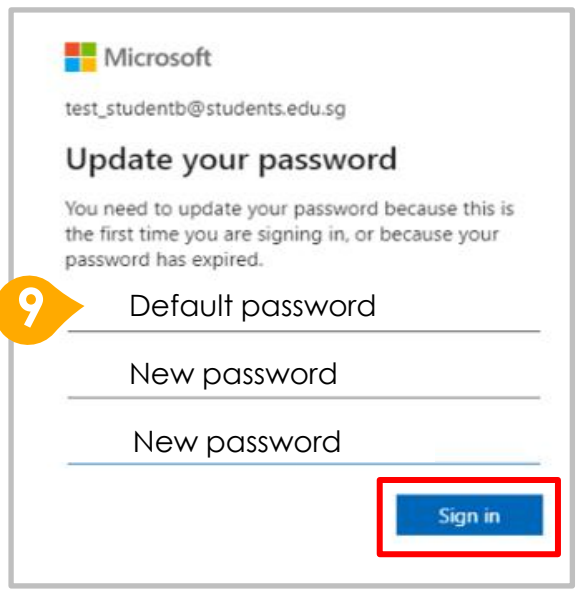
Enter your **new password** in the second and third fields. Click **Sign in**

10 Click **Yes**

Record your new password.

Raise your hand if you need help.

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.
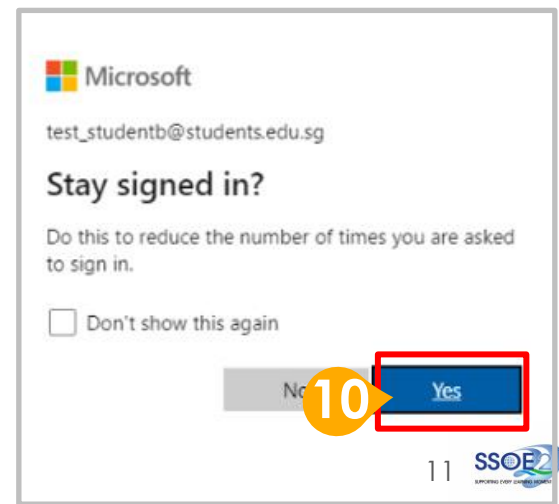
9 Default password

New password

New password

Sign in

Tip: You can record your new password using the Notes app in your iPad

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 **10** Yes

SSOE2

⓫ Your login is successful if you see the below Dashboard
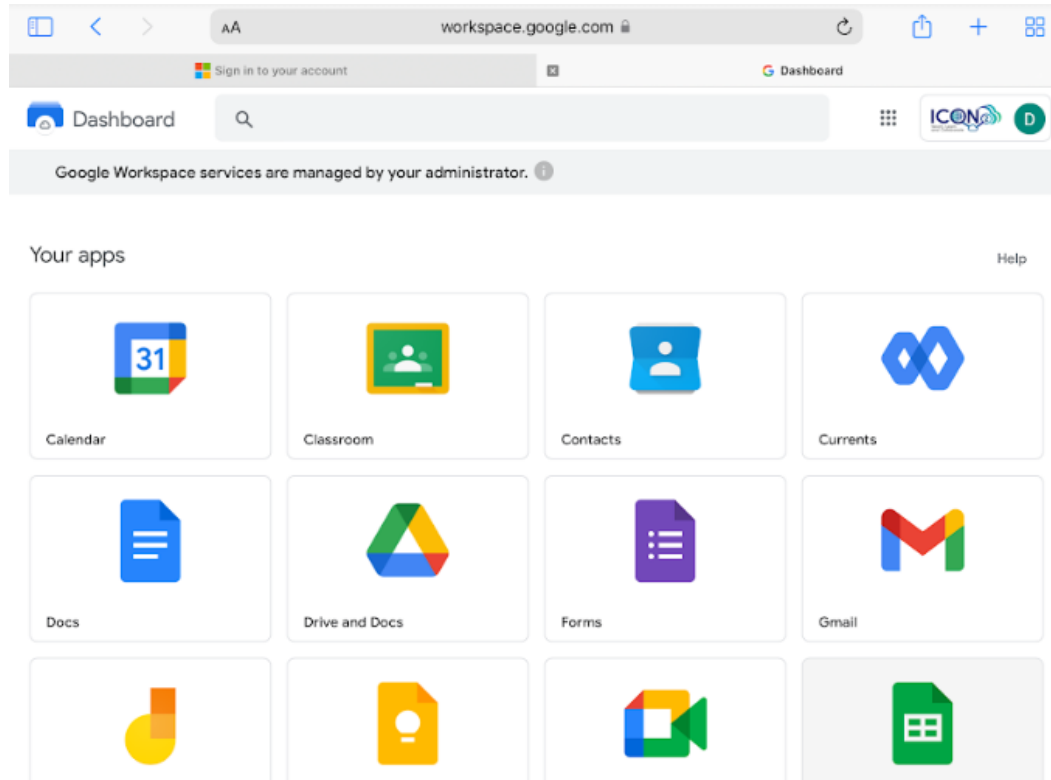
Methods to reset MIMS / MS365 Password

- [Immediate] Go to ICT room (opposite Harmony Room) on Level 2

- [Take up to 2 working days] Request via DSS Helpdesk Form (https://go.gov.sg/damaisechelpdesk) or click on icon in iPad

Log into SLS

Log into SLS

- Access SLS log in page by clicking on the icon **Student Learning Space**

- **Preferred Method**: Log into SLS using your MIMS Username & Password
  - Select **LOGIN WITH MIMS**

- **Alternative Method**: Log into SLS using your Old SLS Username & Password
  - Use this method only if you are unable to log in using MIMS
  - Your teacher will be able to help reset your SLS password or allow you to access SLS using a temporary password via this method
  - Select **LOGIN WITH SLS**

- Inform your Form Teacher if you are unable to log into SLS

DAMAI
SECONDARY SCHOOL

New MS365 Username

New MS365 Username

- Your MS365 username has been changed to the format
  MIMSusername@damaisec.edu.sg

- Check your username via https://go.gov.sg/dssuser or click on icon in PLD

- If you need to log in to MS365 apps (e.g Teams, OneNote, OneDrive), use the new username & existing password

DAMAI
SECONDARY SCHOOL

Home-based Learning

What do I need to do during HBL Day?

Log into SLS (https://vle.learning.moe.edu.sg/login):

- Complete "Morning Check in" **by 8am**

- View lesson guides for each HBL subject in SLS & complete tasks assigned **by 1pm**

- For Student-Initiated Learning (SIL), complete **by 3pm**

DAMAI
SECONDARY SCHOOL
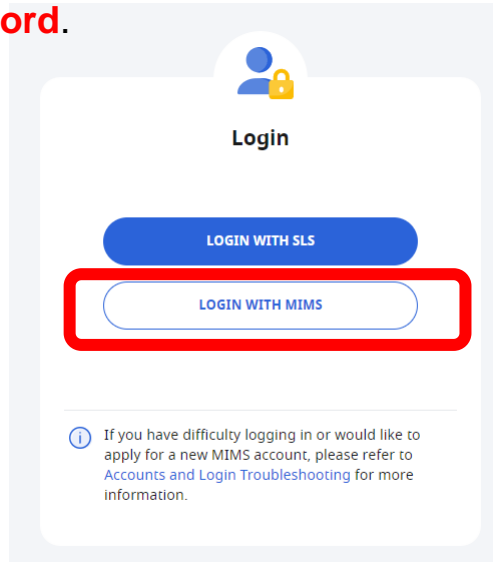
Subjects for HBL

Subjects	Duration (5 hours in total)
English Language	60 mins
Mathematics	60 mins
Science	60 mins
Mother Tongue Language [Express/N(A)] <u>or</u> Computer Applications [N(T)]	60 mins
Student-Initiated Learning (SIL)	60 mins
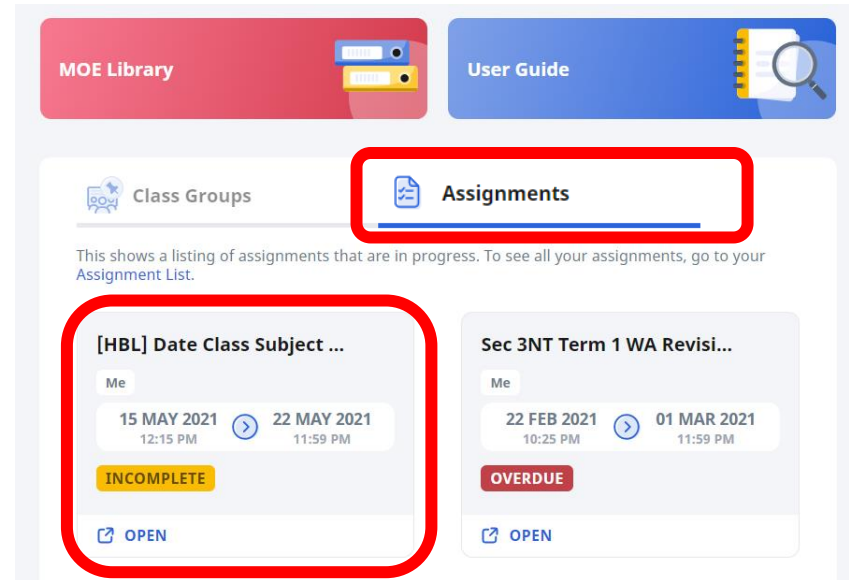
DAMAI
SECONDARY SCHOOL

SLS Lesson Guide

Step 1: Access SLS via
https://vle.learning.moe.edu.sg/login

Log in using your **MIMS username & password**.

Step 2: Under the **Assignments** tab, select the **HBL lesson**

DAMAI
SECONDARY SCHOOL

SLS Lesson Guide

Step 3: Follow the instructions for HBL

Contact your teacher if you have any questions

Lesson Instructions

Get ready the following:
- Textbook pages 25 to 30
- Workbook pages 50 to 55
- Activity sheet 5
- Assignment 5

Instruction:
- Follow the instruction in activity sheet 5.
- Read textbook pages 25 to 30 and complete workbook pages 50 to 55

Assignment:
- Complete quiz on SLS in Activity 4
- Submit a picture of completed worksheets in SLS lesson
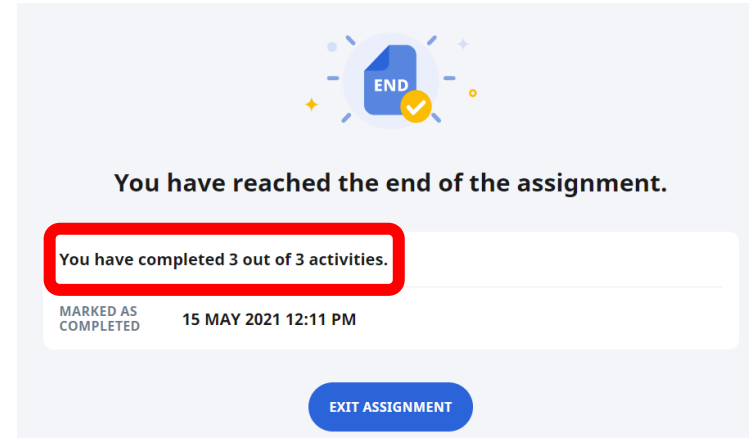- Do practice questions 2-4 and email a picture of your answers to ...

(Others)
-

Read Less

Step 4: Check that you have **completed all activities**.

Repeat steps 2 – 4 for all HBL subjects

You have reached the end of the assignment.

You have completed 3 out of 3 activities.

MARKED AS COMPLETED   15 MAY 2021 12:11 PM

EXIT ASSIGNMENT

DAMAI
SECONDARY SCHOOL

HBL Readiness Checklist

❑ I have access to a computer or tablet at home.

❑ I have stable internet connection at home.

❑ I can log into Student Learning Space (SLS).

❑ I can access MS365 apps, e.g MS Teams/OneNote.

Inform your Form Teacher if you do not check all of the above boxes

DAMAI
SECONDARY SCHOOL

What should I do if I need help?

I am not sure how to go about home-based learning (HBL)
If you require any assistance during HBL, you may approach your form teacher or subject teachers for help.

I need help with my SLS account
1) You should log in to your SLS account using your **MIMS username & password**.
2) If you cannot log in via MIMS, seek help from your Form Teacher / Subject Teacher who can help reset your SLS Password.
3) If you need to unlock your SLS account:
- Fill in this form: go.gov.sg/damaisechelpdesk

I need help with MIMS / Microsoft 365 account
- Fill in this form: go.gov.sg/damaisechelpdesk

I have other questions regarding HBL
For other enquires, you may call the school at **6443 6848**.

DAMAI
SECONDARY SCHOOL

PLD Routines & SOP

Daily Routines

- Bring your PLD home after school every day, and return to school the next day with a **fully charged device**. Charging of device is not allowed in school.

- If you forget to bring your PLD, you are responsible for getting the school work that requires the use of the PLD completed after school. You **will not** be able to loan out a device.

Classroom Routines

- Your teacher will manage the use of the PLDs during lessons using the DMA.
- Only PLDs (with DMA installed sticker) are allowed to be used during lessons. **Mobile phones must be kept in your bag.**
- When not using the PLD, close the cover.
- During lessons, **your teacher's permission is required** for you to:
  - use the PLD;
  - take pictures, videos or audio recordings;
  - use head/earphones.

Securing your PLD & Accessories

- You are responsible for the safekeeping of your PLD.
- You **must not leave your PLD unattended at all times**, including recess.
- You are expected to bring your PLD for all lessons.
- Place Apple Pencil in the case slot when not in use.
- If you lost your PLD or Apple Pencil, report to your teacher & to the ICT room **immediately**.

Caring for your PLD

- Protect the PLD by **<u>keeping it in the cover</u>** and not removing the screen protector.
- Use a smooth, lint-free cloth to clean any oily spots or dirt.
- Do not keep the PLD in places that are high in moisture.
- Do not keep the PLD in extreme temperatures.
- Keep food and beverages away from the PLD.
- Do not place pressure on the PLD. When keeping the PLD in the school bag, ensure that books or other items are not placed on top of the PLD.

WARNING

- Your iPad may become severely damaged if it is removed from the cover. Pls report to the ICT room if your iPad is damaged!

School-Based Service Desk

Location: ICT Room

(Opposite Harmony Room on Level 2)

Operating Day(s): Mon – Thu
Operating Hours: 2pm – 4pm

Services include:

- Trouble-shooting of device issues
- Report damage or loss of device
- Collection of devices to be sent for repairs
- Assistance on DMA matters
- ICT accounts and password reset

Log in to Padlet

Log in to School Backpack Account

1: Open Padlet app

2: Log in

Please log in or sign up to use the Padlet App.

LOG IN   **SIGN UP**

CONTINUE AS GUEST

Log in

Welcome back to where you belong

 Sign in with Apple

G Log in with Google

 Log in with Microsoft

Or log in with email/username

harrypotter@hogwarts.edu

Continue

3: Click Log in here

Backpack or Briefcase user   Log in here

DAMAI
SECONDARY SCHOOL

Log in to School Backpack Account

Backpack/ Briefcase log in

Enter your organization domain

[damaisecondary] padlet.org

Continue

4: Enter damaisecondary

5: Continue

Log in
Damai Secondary School

[G   Log in with Google]

Email/username

[harrypotter@hogwarts.edu]

Password   ☐ Show
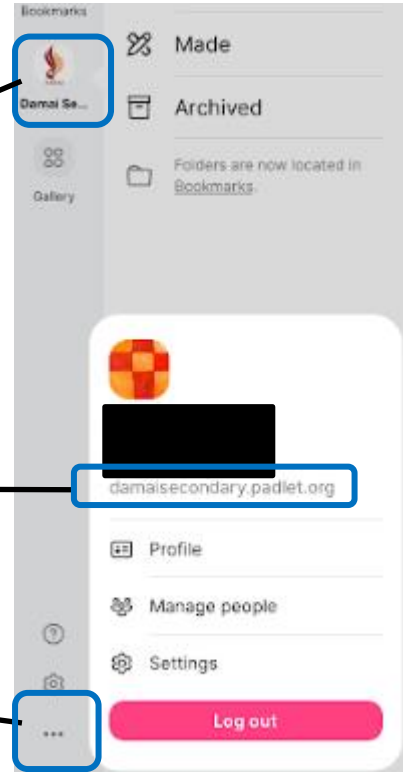
[Enter password]

Continue

6: Select "Log in with Google" & login using MIMS username & password

DAMAI SECONDARY SCHOOL

How to check you have logged in?

Check Damai logo at Dashboard to see that you have successfully logged into the account
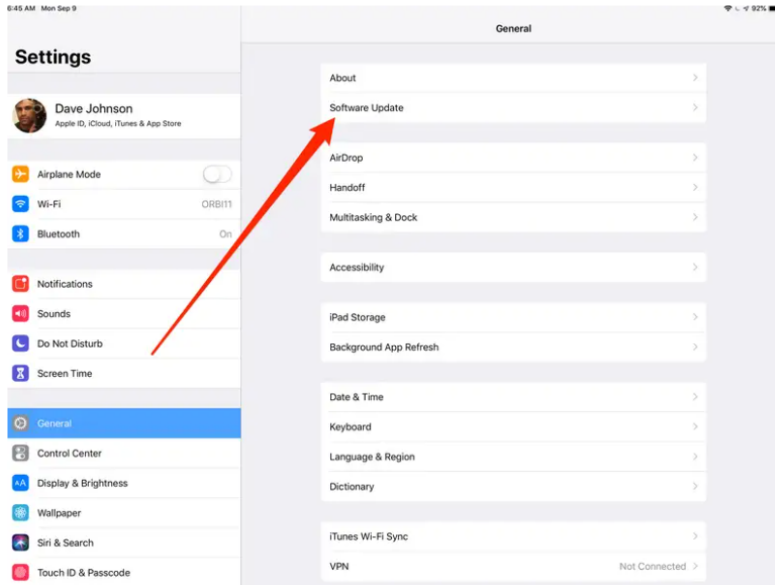
Check damaisecondary.padlet.org

Select …

Update to latest version of iPadOS 16

1. Open the **Settings app** on your iPad.
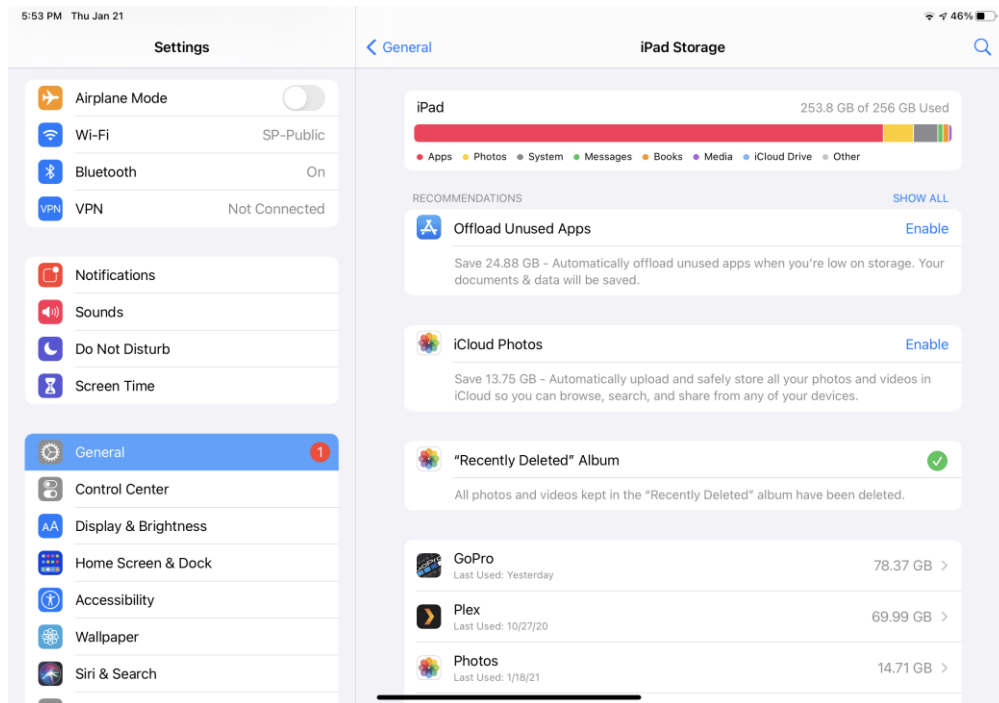
2. Tap **General**, and then select **Software Update**.

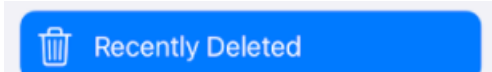Download & install the latest version of **iPadOS 16**

DAMAI
SECONDARY SCHOOL

Check iPad Storage

Select **Settings app** > **General** > **iPad Storage**

You should clear your storage to have about **10GB** of storage

Clear iPad Storage

- Open **Photos** **/ Files** **app**

- Upload photos / videos / files that are needed to OneDrive
  - Upload Files to Onedrive: https://www.youtube.com/watch?v=xaWdCfFNF3M

- Delete files that are no longer needed

- Delete files in **Recently Deleted folder**

<u>Note</u>: If you are unable to clear sufficient storage, go to ICT room to reset your PLD

DAMAI
SECONDARY SCHOOL