PRIESTLEY
CONNECT

priestley connect

Students have access to the computers around college and part of your induction process will involve learning how to use the network.

Available software includes word processing, graphics, databases and spreadsheets. If you have any difficulty with the network speak to the helpdesk upstairs in the LRC.

All students must read and accept the online Computer Usage Policy during induction. Abuse of these facilities may lead to disciplinary measures. All computers may be used to access the internet and Moodle.

NETWORK LOG-IN

The same username and password will be used across all college systems throughout your time at Priestley. You must log-in at least once in college before you can access college systems from home.

WORKING OUT YOUR USERNAME

You will have a student number which is printed on your college photo ID card.Your tutor can help if you can't find your ID number.

Your username is a combination of your initials and your college ID number: Justin Bieber's username for example might be **jb00543210**

Usernames are always made up of two initials and eight letters.

1.1

PASSWORD format:
Must be 8 Characters or more
Include at least 1 Capital Letter
Include at least 1 Number
Include a Special Character (for example _ or)
Must not include your name
Must not include previous passwords

TIP:
Try joining two words together with
an underscore and end with a number
For example:
Green_Leaves29
Blue_Ocean76

3:34
Thursday, August 27

PRIESTLEY
♦ ♦ ♦ COLLEGE ♦ ♦ ♦

Open the **STUDENT MENU**

1.2

MESSAGE FOR USERS OF THIS COMPUTER
Anyone found playing games, using unauthorised software or tampering with
system settings will have their computer rights revoked. Logging on as a user other
than yourself is prohibited. Sending malicious emails or messages may result in
prosecution.

PLEASE NOTE:

New passwords must contain 8 or more characters

OK

Click **OK** to accept the first agreement.
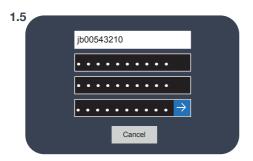
1.3

Other user
jb00543210
PASSWORD →

Sign in to > STULAN2003
How do I sign in to another domain?

Enter your **USERNAME** in the first box
Remember: Initials followed by ID Number

1.4

Other user
jb00543210
jb00543210 →

Sign in to > STULAN2003
How do I sign in to another domain?

The default password is the same
as the username you just entered
Type it once more very carefully

1.5

jb00543210

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• • • • • • • • •

• • • • • • • • • →

Cancel

Set your own password in the bottom two boxes.
Eight Characters minimum.
Must contain upper and lower case letters.
Must contain at least one number.
Must contain at least one symbol eg. **BlueSky88!**

2.1

Click on the orange
I AGREEE button

2.2

Click **OK** to accept the first agreement and then
Click on the orange **I AGREE** button

2.3

Click the Windows icon at the bottom
left of your screen, then hit the Student
Menu button

2.4

Take some time to explore the Student Menu
and see the different options and links to the
most commonly used apps

3.1

College email uses microsoft's
web-based email.
Go to: **www.outlook.com**
and click sign in.

3.2

Your email address is:
your username
followed by @priestley.ac.uk
Eg: jb00543210@priestley.ac.uk

SAME PASSWORD   3.3

All passwords are synced across the college network as well as the Microsoft and Google accounts provided by college.

Your password is the same one you created earlier for the college network:

It's the one with the upper and lower case letters, at least one symbol and at least one number

3.4   MULTI-FACTOR AUTHENTICATION (MFA)

You must register a mobile number and personal email address to enable login when outside college. The "Microsoft Authenticator" App can also be used for MFA (Download via the Apple or Google Play Stores).

RESETTING YOUR OWN PASSWORD
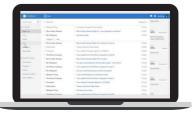
Once you have registered for MFA you will be able to reset your own password if required.

CHECK YOUR INBOX   3.5

College email is really important. It's the main method of communication between you and your teachers and it's how we will post all of the important info you will need as a student.

Please check your email everyday. The best way to do this is to add your email account to your phone.

EMAIL ON YOUR DEVICES

On a smartphone, tablet or email client programme there should be an option to add a new account. **Most phones will have a wizard to add a new outlook account to the phone's built in email app.** You can also install the free Microsoft Outlook app from the relevant app store for your device if you want to.

GOOGLE DRIVE AND GOOGLE CLASSROOM

Logging into Google products using your college E-mail address

Drive is a place to store documents and files in the cloud. It's the cloud equivalent of a "my docs" folder. You can also create Word Documents, spreadsheets and presentations here.

At Priestley College you will be expected to use Google Workspace to complete assignments for the majority of subjects and courses.

Classroom is part of Google Workspace and is the main tool used to support your learning at Priestley.

Teachers will post materials and set assignments for all of your classes here.

There is a task list, calendar and gradebook in Classroom to help with organising your studies.

4.1

4.2

Go to **google.com**
click on the blue **sign in** button
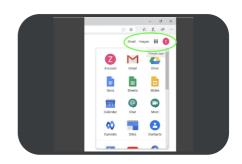
Enter your Priestley email address and password.

For example:
jb00543210@priestley.ac.uk

Make sure you have logged out of any personal gmail accounts if you are logging in at home

THE GOOGLE GRID

In the top right-hand corner of the page you will see a coloured circle with your initial in the middle

Clicking on the **GRID** icon will open the Google **APPS** Menu.

GOOGLE CLASSROOM

Scroll to the bottom of the google grid apps menu to find google classroom or go to **www.classroom.google.com**

The home page will be blank to start Click the + button to join your first class by entering the class-codes that your subject teachers will provide.

Enter the code shown below to join the correct year group tutorial page.

Year 1 Level 3 students: 2ftzdem

Year 1 Level 2 Foundation Programme students: z5h2qml