Going Google with Students— DOW Google Apps for Education

When you are ready for your students to move into the Google world of DOW Cloud, follow the steps outlined in this document. [First Contact CEO to have Passwords setup.]

Student email address are in the form; SurnameI01@dowstu.catholic.edu.au

Where are the Student Login Details?

When students enroll into our schools they are entered into SAS. Their details are passed to our Identity Management System (IDM) where their credentials are formed and sent back to SAS. Staff can see a student’s email address and hence their login name on the Student Screen. School admin Officers can export an Excel report listing the Names, email and Classes of all students.

Step 1 — Change Student Passwords

When the student accounts are created, they have a default password and therefore, should be changed before they are used. Passwords CANNOT be changed on the Google site. Passwords should be changed from one of the links below ONLY while at school.

- Change a password from Infopoint: http://infopoint.dow.catholic.edu.au using the Change Password link on the left side Navigation bar. Here the Domain for Students is Student as seen below.

Password Reset
Catholic Education Office, Diocese of Wollongong

<table>
<thead>
<tr>
<th>Domain</th>
<th>student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>SurnameI01</td>
</tr>
<tr>
<td>Old password</td>
<td>*********</td>
</tr>
<tr>
<td>New password</td>
<td>*********</td>
</tr>
<tr>
<td>Confirm new password</td>
<td>*********</td>
</tr>
</tbody>
</table>

- This Change Password option is also available from the Technology Link on the CEO Website: ‘Preparing your account to Go Google’.
- Passwords should be at least 8 characters. To conform with Apple ID passwords, they can contain a mixture of at least one capital letter, lowercase letters and at least one digit.

Where iPad client-Mail will be configured, passwords should be changed the day before configuration of these accounts. Passwords sync with Google overnight.
Step 2 — Bookmarking the Google Login

Students log onto Google Mail using the link: http://mail.dowstu.catholic.edu.au.

This link CANNOT be bookmarked after it has been clicked!

To Bookmark this link, navigate to the Technology Link of the CEO web site, and Drag the link: Student Web-Mail Link to your Bookmark Bar.

DO NOT click the link — just click on it and drag it.

To log onto Student Google Mail, the student would then click on this bookmark link and enter their User ID details.

Bookmarking the Student Google Mail Link on an iPad

Bookmarking the Student Google Mail link on an iPad is much more difficult and takes a few steps. Again the start point for these steps is the Technology Link from the CEO homepage (http://www.dow.catholic.edu.au).

• In Safari, go to the Technology Link on the CEO homepage, and locate the link; Student Web-Mail Link.
• Tap and hold on that link and choose Copy from the pop-up menu.
• Navigate to any web page and choose the Share to.. icon and, and choose to Bookmark that page.

Click Share, click Bookmark

Name “Web Mail”, save it in the BookmarksBar folder

Edit and paste the correct link http://mail.dowstu.catholic.edu.au

• Name the Bookmark ‘Web Mail’ for example and ensure its location is on the Bookmark Bar.
• Then tap on the Bookmarks icon to edit that Bookmark.
• Navigate to the Bookmark, and tap the Edit button at the top right.
• Remove the old Bookmark address and Paste in the correct address that you copied earlier; http://mail.dowstu.catholic.edu.au.
• Tap ‘Save’ to save the changes.
• The iPad will display the Bookmark Bar each time you tap in the address bar to enter a Web Address.
Step 3 — Logging onto Google

After clicking or tapping on the Student Google Mail link, Students will be directed to the CEnet Login page to enter their login details. Note: they enter their user ID not, an email address.

If a user begins their login process from Google, ie www.google.com, they will simply need to login twice. Once in Google using their complete email address, and then secondly they will need to proceed to the CEnet login and login there (as above).

Using Client Mail, Calendar and Address Book

In One-to-One environments, Students may wish to use Client Applications for their email, Calendar and Address Book. For iPad users, this is a necessity.

Before Client programs can be configured, Student Passwords must be changed, and hence synced to Google, the day before you attempt to configure your application (eg iPad Mail). To test to see if you are ready to configure a Client Application, Students should attempt to login at this address;

http://www.google.com/a/dowstu.catholic.edu.au

If a student can login at the above address, then they can continue to configure the Client Applications.

- Computer users would add email and Calendar accounts by choosing Google or gMail options.
- iPad users would add email, Calendar and Contacts details by choosing Exchange as the account type.
- In both cases full email addresses are used for the user ID fields.
- Computer users can sync their Contacts by adding a CardDav account using Google.com as the server, or ticking their ‘Synchronize with Google option in Mac AddressBook.
Setting-up Student Google Mail in iOS (eg. iPads)

Start by tapping Settings → Mail, Contacts, Calendars → Add Account... → Microsoft Exchange
NB. In iOS you add an Exchange Active Sync account for Google Mail! (This is NOT the same
for Desktop Client mail.)

![Add Account](image)

Enter your details as per the example below for student Mark Ward (in the
dowstu.catholic.edu.au).

There is NO Domain for Google email.

![Account Settings](image)

Set the ‘Mail Days to Sync’ option to ‘No Limit’ in the Account Settings, and make sure the
Google account is the Default.