

Instructions on student's Gmail Account

Step 1: Visit the school website at www.saintandrewsschool.info

Step 2: Click on **E-SYSTEM**

The screenshot displays the website's layout. On the left is a dark blue 'MAIN MENU' with various links. Below it is the 'E-SYSTEM' section, which is highlighted with a red arrow. To the right is the 'PARENTS' CORNER' section. The main content area features a banner with the text 'STRATEGIC THRUSTS: EVERY BOY A SPORTSMAN' and a group of students. Below the banner are two 'HIGHLIGHTS' sections: '1 NATIONAL SCHOOLS 6/7 a-side C DIVISION HOCKEY CARNIVAL 2009- 1st RUNNER UP' and '2 FLU PREVENTION'. To the right of these highlights is an 'ANNOUNCEMENT' section with three items, each with a 'here' link and a '[PDF Reader required]' note.

MAIN MENU

- ▶ Our School
- ▶ Principal's Message
- ▶ Board of Governors
- ▶ Our Staff
- ▶ Calendar
- ▶ General Services
- ▶ IP (Instructional Programme)
- ▶ Pupil Development Programme
- ▶ CCAs (Co-Curricular Activities)
- ▶ Achievements
- ▶ DSA (Direct School Admission)
- ▶ Special Programmes
- ▶ Our Family
- ▶ Contact Us

E-SYSTEM

PARENTS' CORNER
What parents want to know

STRATEGIC THRUSTS: EVERY BOY A SPORTSMAN

HIGHLIGHTS

1 NATIONAL SCHOOLS 6/7 a-side C DIVISION HOCKEY CARNIVAL 2009- 1st RUNNER UP

Making the School Proud!
National Schools 6/7 a-side C Division Hockey Carnival
C Division Boys
1st Runner Up

2 FLU PREVENTION

ANNOUNCEMENT

Communication Note to Parents and Students' Travel Declaration Form
Please click [here](#) for Principal's Communication Note to Parents. [PDF Reader required]
Please click [here](#) for Travel Declaration of Students. [PDF Reader required]

June Remedial Schedule
Please click [here](#) to view the schedule. [PDF Reader required]

Cross Country Map 2009
Please click [here](#) to view the map. [PDF Reader required]

Step 3: Click on **Google apps** under STUDENTS' E-SYSTEM

The image shows a screenshot of a school website's navigation menu and a section titled "E-SYSTEM".

Navigation Menu (Left):

- Our Staff
- Calendar
- General Services
- IP (Instructional Programme)
- Pupil Development Programme
- CCAs (Co-Curricular Activities)
- Achievements
- DSA (Direct School Admission)
- Special Programmes
- Our Family
- Contact Us

E-SYSTEM Section:

- E-SYSTEM** (with icon of people)
- PARENTS' CORNER** (with icon of family) - What parents want to know
- STUDENTS' CORNER** (with icon of students) - Students' resources and information

STUDENTS' E-SYSTEM Section:

Navigation: **STUDENTS** || **TEACHERS** || **VPN USERS**

Section Title: **STUDENTS' E-SYSTEM**

Icons shown:

- eLearn
- nTRIX2008 STUDENT INTEGRATION BASE SAMPLE
- SA/2
- Google apps™** (highlighted with a red arrow)

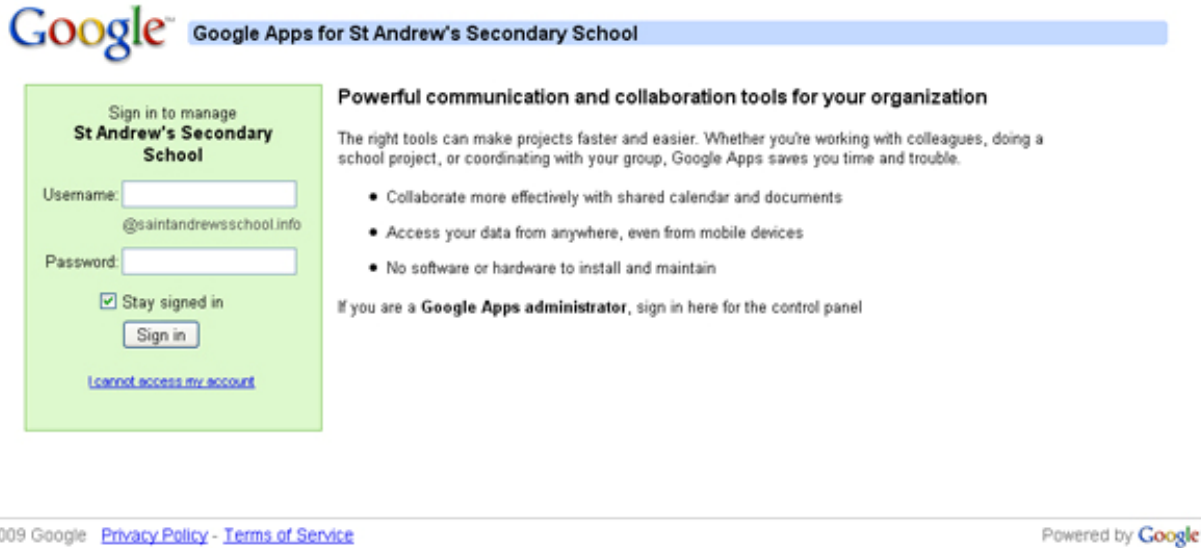
TEACHERS' E-SYSTEM Section:

Section Title: **TEACHERS' E-SYSTEM**

Three computer icons are shown below the Teachers' E-System title.

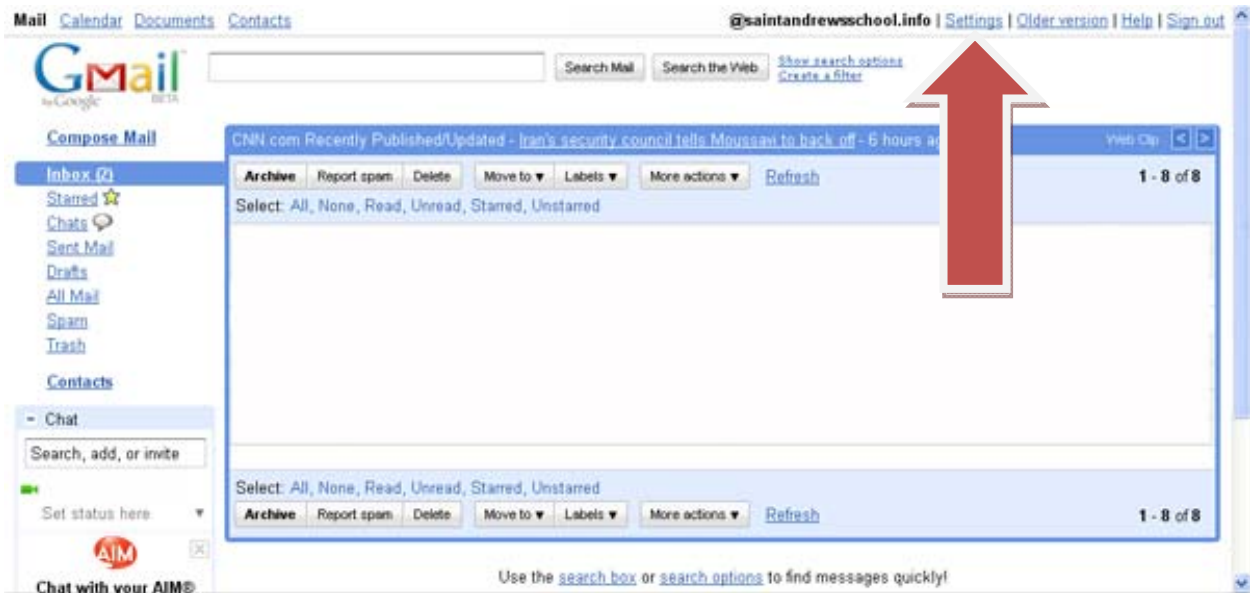
Step 4: For username – Key in **sass** + **last 5 digits of your IC number** + **last letter**
(For example, if your IC number is s1234567a, your login username will be sass34567a)

For Password: By default, the password is **pw12345**



The screenshot shows the Google Apps login interface for St Andrew's Secondary School. On the left, there is a green-bordered box containing the login form. The form includes a title "Sign in to manage St Andrew's Secondary School", a "Username:" field with a placeholder "@saintandrewsschool.info", a "Password:" field, a "Stay signed in" checkbox, and a "Sign in" button. Below the button is a link for "Cannot access my account". To the right of the login box, there is a section titled "Powerful communication and collaboration tools for your organization" with a descriptive paragraph and a bulleted list of features: "Collaborate more effectively with shared calendar and documents", "Access your data from anywhere, even from mobile devices", and "No software or hardware to install and maintain". Below this list is a note for administrators: "If you are a Google Apps administrator, sign in here for the control panel". At the bottom of the page, there is a copyright notice "©2009 Google" with links to "Privacy Policy" and "Terms of Service", and a "Powered by Google" logo.

Step 5: Change your password under **Settings** and you are ready for Home-Based Learning.



The screenshot displays the Gmail web interface. At the top, there are navigation links for "Mail", "Calendar", "Documents", and "Contacts". The user's email address "@saintandrewsschool.info" is visible in the top right corner, along with links for "Settings", "Older version", "Help", and "Sign out". The main interface includes a search bar, a "Compose Mail" button, and a left-hand sidebar with folders like "Inbox", "Starred", "Chats", "Sent Mail", "Drafts", "All Mail", "Spam", "Trash", and "Contacts". The main content area shows a list of emails, with the top one from CNN.com. A large red arrow points from the bottom towards the "Settings" link in the top right corner. At the bottom of the page, there is a footer with the text "Use the search box or search options to find messages quickly!"