



Log in to the network

Your username: _____

Your password: Passw0rd (Change this on log in)

Your 1st time login can only happen at least 3-7 days after enrolment.

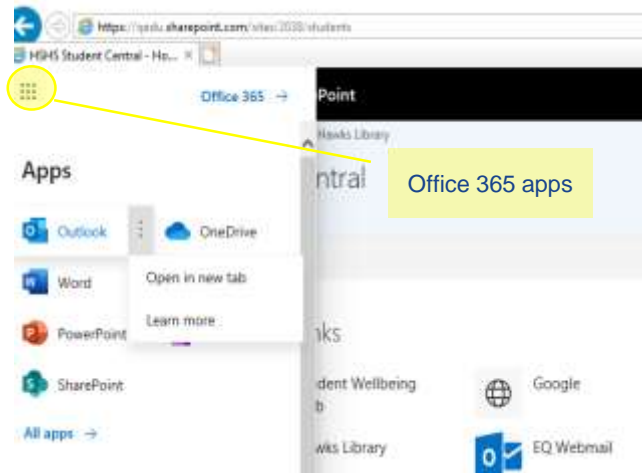
If transferring from a QLD state school – your username will be the same as your last school.

If you are from an independent school or new to Queensland or Australia: your Form Teacher can check on their Password Reset tool daily to see if your name is in the system. When your name appears, your enrolment has been finalised and you can be given your username to login.

Your email: username@eq.edu.au

Passwords are one of the key information security measures we use every day. You will need to change your password every 90 days.

- New passwords cannot have been used during the previous 13 password changes.
- The length of the password must be at least eight characters.
- Not contain all or part of the user's account name.
- The password must contain characters from three of the following four categories:
 - English uppercase characters (A - Z)
 - English lowercase characters (a - z)
 - Base 10 digits (0 - 9)
 - Non-alphabetic characters (for example, !, \$, #, %)



Student Central

Get access to Harristown SHS notices, news and links through Student Central:

- OneSchool (Year 10s will be assigned a PIN to access SET planning)
- Hawks Library (links to databases, ebooks and ClickView digital videos)
- Microsoft Office 365 (includes Outlook, OneDrive, Word, PowerPoint, Excel, OneNote)

School email and your Microsoft account

Type office.com into your browser OR use the link button on the Student Central (from home use the link on the school website, under QuickLinks)

From home enter your school email address. Login using your school username and password. Tick to agree to the conditions of use and privacy statement. Click Sign in.

From school, you always need to log in to the Managed Internet Service (MIS) to access the Internet first.

• Enter your username and password again to access the internet.

• Click Yes to stay signed in when you see the Microsoft screen. Use the app launcher to locate Office 365 programs.

You can install up to 5 copies of Office on different devices. You have 500 GB of OneDrive storage.

File management

Save your work using a filename that describes the contents of the file. Use a logical folder system to find your work easily. Save and resave assessment in at least three places regularly:

- My Documents (H drive. Only available at school)
- OneDrive (your Microsoft account cloud storage. You can use the OneDrive app on your personal device)
- Email the file to yourself or save to USB



*Use technology
responsibly to learn,
create and
participate.*



Do you have questions?

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Welcome to
Harristown SHS

