

Start of Year ICT Setup For Sec 2 - 4

Term 1 Week 1



DAMAI
SECONDARY SCHOOL

MIMS / Student iCON Account

MIMS / Student iCON Account

- MIMS stands for **M**OE **I**ntity **M**anagement **S**ystem
- Username / Email address format: full_name@students.edu.sg
 - Check with your teacher if you have forgotten your username
- 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)
 - Student iCON email
 - Google Apps (e.g docs, sheets, slides)
 - Zoom
 - Any other ICT accounts that require Google login

Selecting a new Password

- 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 (1 st character in upper case)
1	Singapore	2022 (current year)	S ingapore2022
2	Spongebob	1234	S pongebob1234
3	Chickenrice	0102 (birthday 1 Feb)	C hickenrice0102

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

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**.

**Set new MIMS
/ Student iCON
Password**

1 Open **Settings** App

2 Select **Safari**

3 Select **Clear History and Website Data**

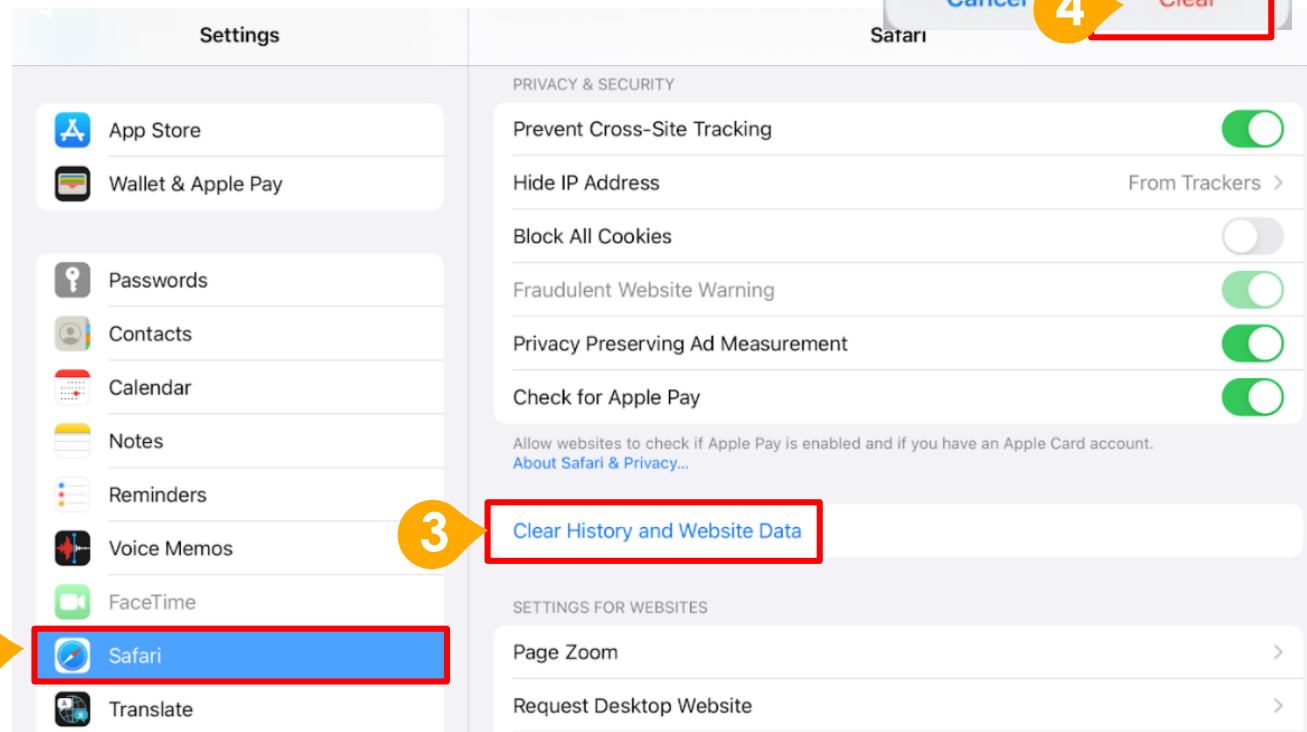
4 Select **Clear**



Raise your hand if you need help.

2

1



Clear Safari History & Website Data

Open **Safari**



and enter url: **mail.google.com** or scan QR code



**Raise your
hand if you
need help.**

Sign in to MIMS/Student iCON account

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

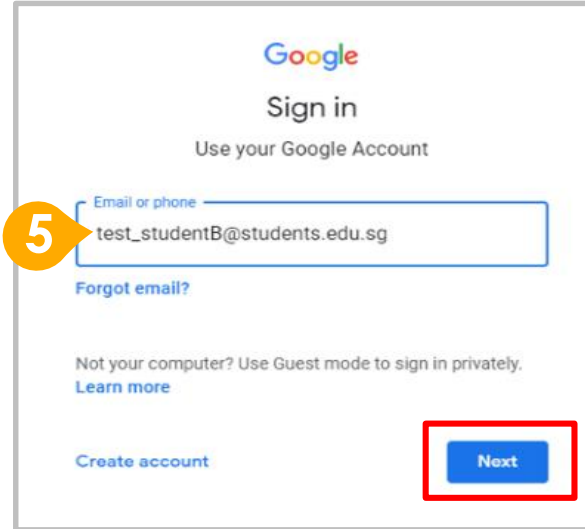
6 Enter your **Student iCON email address** again and click Next.

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



Raise your hand if you need help.

5



Google
Sign in
Use your Google Account

Email or phone
test_studentB@students.edu.sg

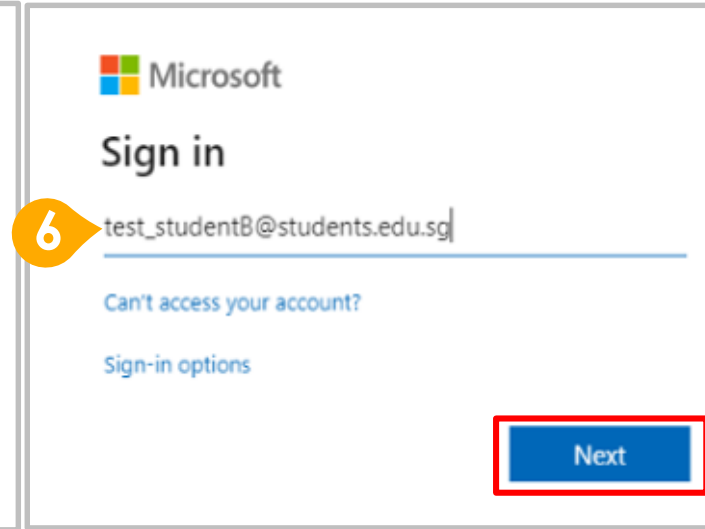
[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

Next

6



Microsoft
Sign in

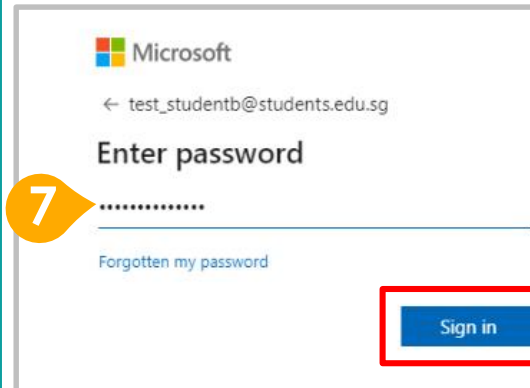
test_studentB@students.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

Next

7



Microsoft
← test_studentb@students.edu.sg
Enter password

.....

[Forgotten my password](#)

Sign in

Default password:
Computer2022

8 Re-enter the default password:
Computer2022

Enter your new password in the second and third fields. Click **Sign in**

9 Click **Yes**

Record your new password.



Raise your hand if you need help.

Sign in to MIMS/Student iCON account

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.

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?

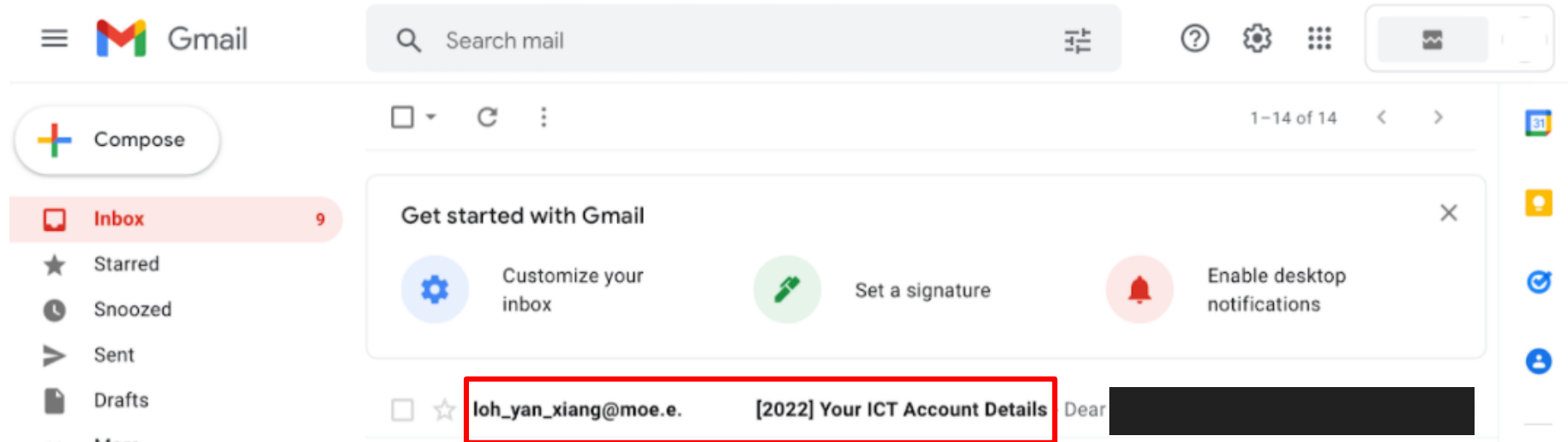
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

Yes


Read Email [2022] Your ICT Account Details

- You should be directed to your student iCON email.
- Read the email **[2022] Your ICT Account Details**



Log into SLS

Log into SLS

- Access SLS log in page by clicking on the icon 
- Log into SLS using your Username & Password
 - Refer to email **[2022] Your ICT Account Details** for your username
 - Do not key in an incorrect password more than 3 times or your account will be locked.
 - If you have forgotten your password, you can reset your password either
 - Through email or
 - By answering security questions or
 - Through your teachers
 - You may be prompted to change your password after you log in
- Inform your Form Teacher if you are unable to log into SLS

**Internet
access at
home**

Internet Access at Home

- Inform your Form Teacher if you do not have stable internet access at home

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 (Apple Classroom).
- 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 keeping it in the cover 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.

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

For password reset, fill in form:

<https://go.gov.sg/damaisechelpdesk>

**Add Student
iCON Email to
Gmail app**

1 Open **Gmail** app.

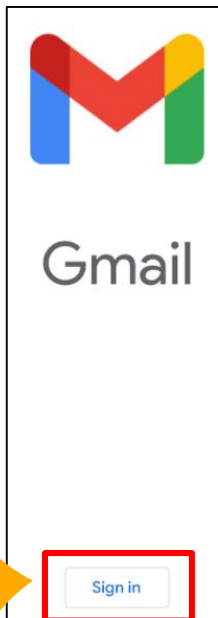
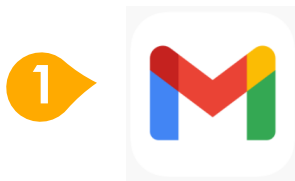
2 Click **Sign in**.

3a If your student icon account is available, **toggle on** & click **Done**.

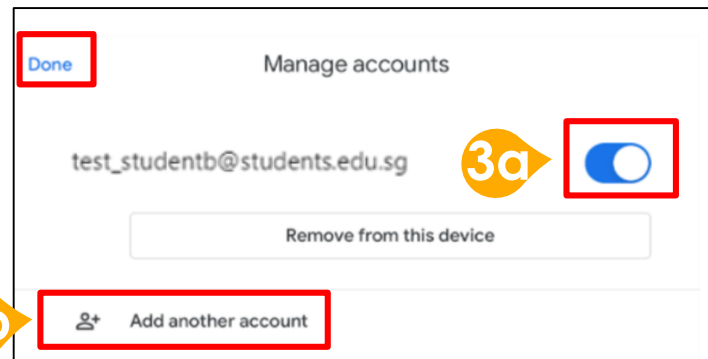
You have logged into your iCON email.

3b If account is not available, select **Add another account**.

4 Select **Google**.
Click **Continue**.

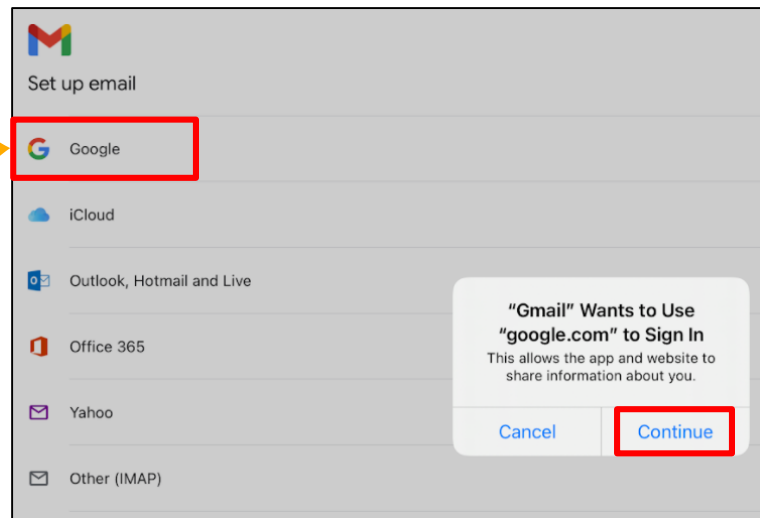


2



3b

4

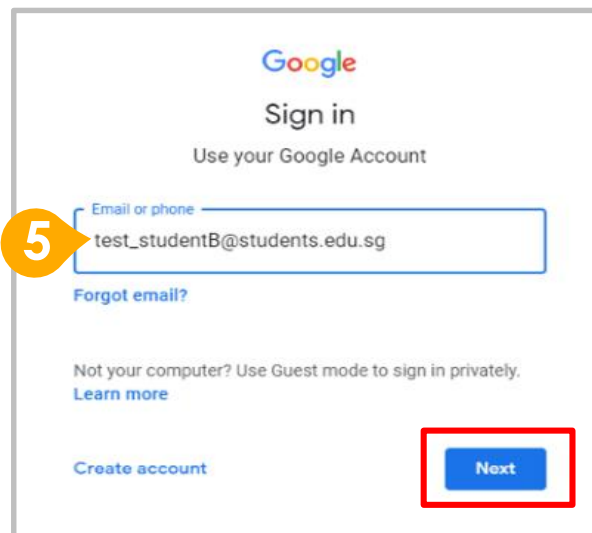


5 Enter your **Student iCON email address**. Click **Next**.

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

7 Enter your **MIMS password** and click **Sign in**.

8 Click **Yes**.



Google
Sign in
Use your Google Account

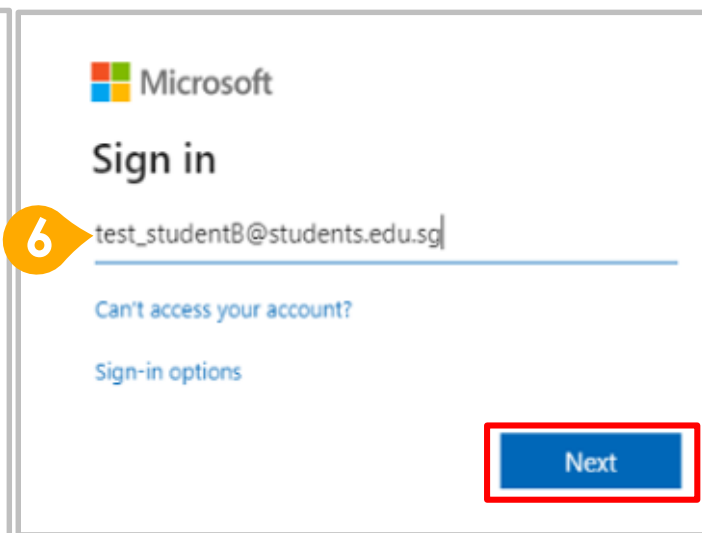
5 Email or phone
test_studentB@students.edu.sg

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

Create account

Next



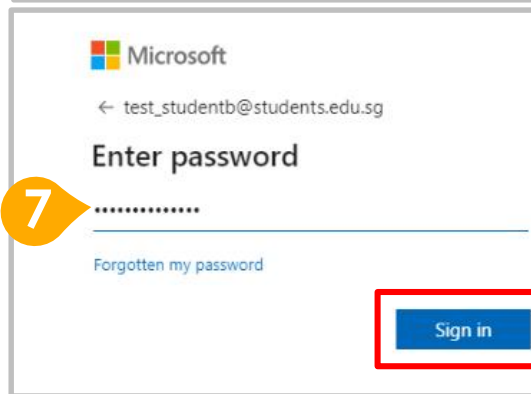
Microsoft
Sign in

6 test_studentB@students.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

Next



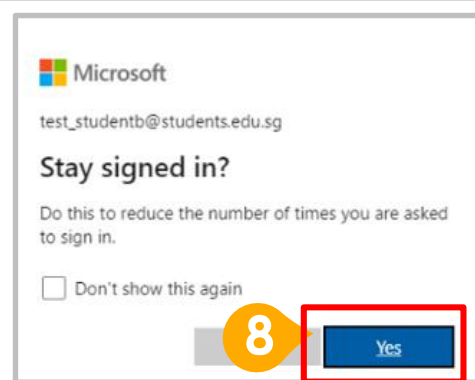
Microsoft
← test_studentb@students.edu.sg

Enter password

7

[Forgotten my password](#)

Sign in



Microsoft
test_studentb@students.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

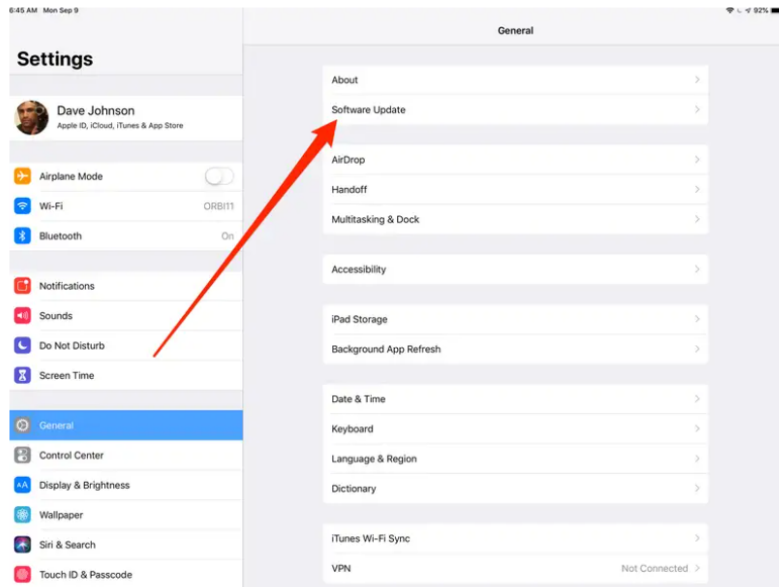
☐ Don't show this again

8 Yes

PLD Maintenance

Update to latest version of iPadOS 15

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

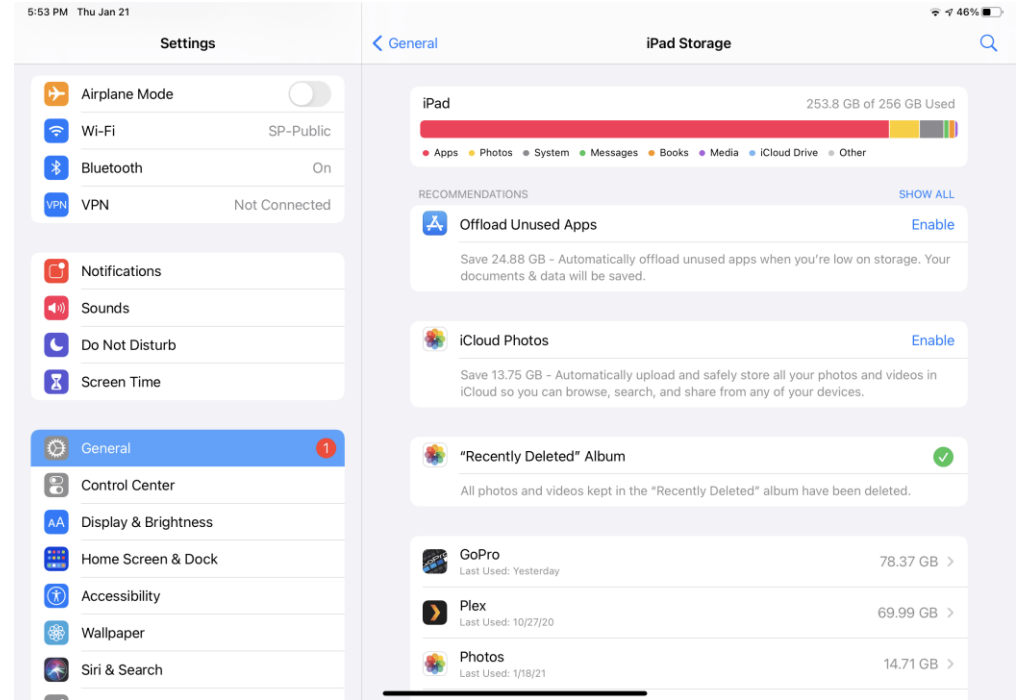


Download & install the latest version of **iPadOS 15**



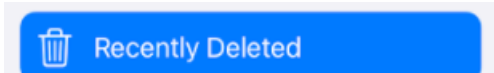
Check iPad Storage

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** 

**Update email
address in
SLS**

1

From the SLS Home Page, open the right menu and click on **Edit Profile** (refer to Fig. 1a).

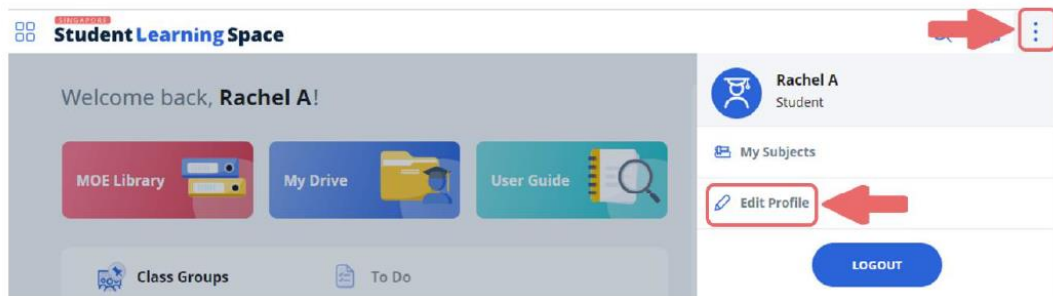
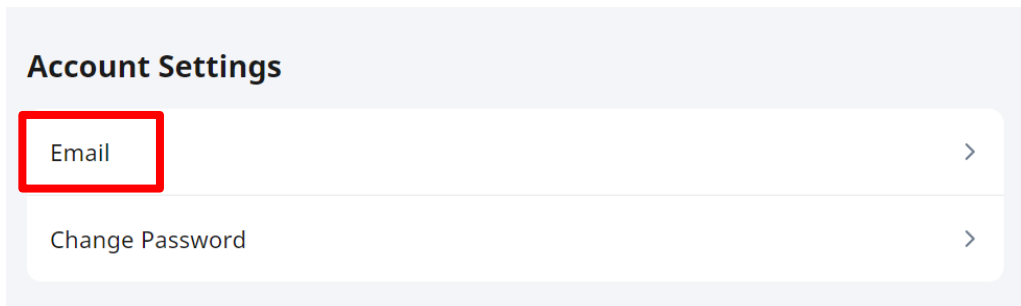


Fig. 1a: Edit Profile

2

Click on Email



3

Key in Student iCON Email address

Email Address

Email Address Guidelines
A verification code will be sent to the email address provided. If you do not receive an email, check your spam/junk mail folders and check that the email address has been keyed in correctly.

Alternate Email

SAVE

Fig. 1c: Update Email Address

4

After you have clicked on **Save**, a verification code will be sent to the email address you have provided. Enter the verification code into the prompt and click **Proceed** (refer to **Fig. 1d**). The code is only valid for 10 minutes. Without the code, the email address will not be saved.

Verification Code

Key in the verification code received in your email.

Verification Code

Please wait for 02:00 before using the Resend Verification Code option.

CANCEL **PROCEED**

Fig. 1d: Verification Code Prompt