

DCS Pupils – Connecting to the school IT services

Be ready for school next week by completing the following tasks before you arrive.

Task 1: Login

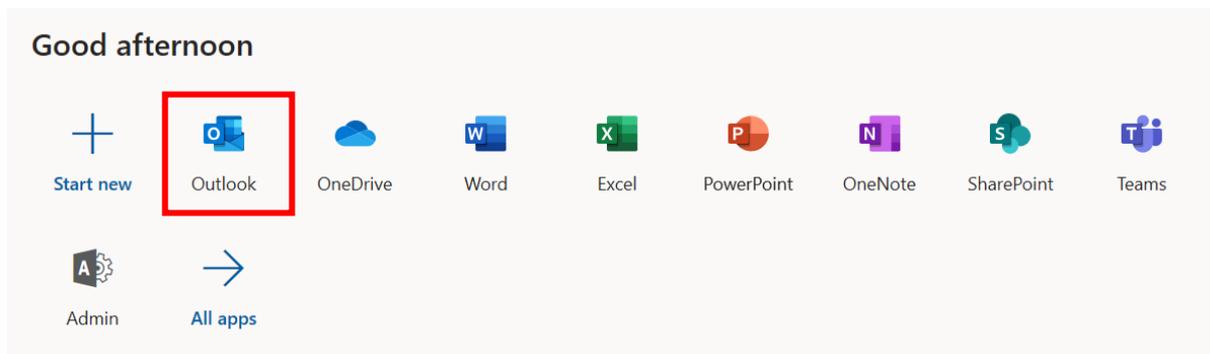
New Pupils will need to set up a password to access Dean Close IT services. Existing pupils can continue to use their old password. If your old password has expired you can also visit the site below to reset it using the 'Can't access your account?' option.



1. Visit www.office.com
2. Select *Sign in* and enter your user name in the following format: surname + initial (if you have 2 initials then use them both e.g. smithab)
3. The default password is: NewStudent.W0rd (case sensitive, don't forget the full stop and Zero instead of the letter O)
4. You will be prompted to create a new password (A minimum of 8 characters including upper and lowercase letters, at least 1 number and a special character)

Task 2: Access your e-mail

Once you have successfully logged in you will have access to Microsoft Office 365 including the Outlook web app which can be used to access your school email. Your e-mail address is your user name followed by the school address e.g. smithab@deanclose.org.uk



Task 3: View your timetable



Your password can also be used to view your timetable by logging into the iSAMS student portal

<https://www.deanclose.org.uk/my-dean-close/>

Make sure you click 'Sign in via SAML2 Azure' after entering your login details



You can download the mobile app. You can find a link to the app store for your device at the bottom of the following webpage <https://www.isams.com/platform/apps/istudent/>

You will need to enter the School code DEAN for the iStudent app.

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Task 4: Connecting devices

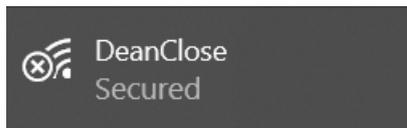
Once you have a valid Network account you will need to download and install a certificate **for each device** you want to connect to the school Wi-Fi.



In order to connect your personal devices visit the following website <https://www.deanclose.org.uk/my-dean-close/>

1. Click on the certificate icon while using the device.
2. Select the link 'How to install the Secure Certificate' to download and follow instructions for your type of device.

How to Install the Secure Certificate



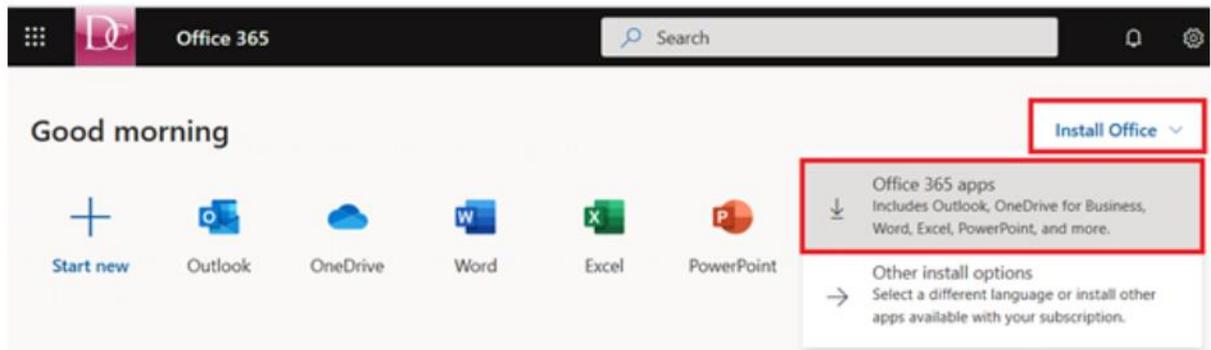
When you arrive in School join the network called DeanClose

Task 5: Downloading Software

You can install the full version of Microsoft Office 365 apps on your personal devices

How to Install Office on your personal devices:

1. Visit Office online <https://www.office.com> and login using your Dean Close Network details
2. Select the install Office drop down box, then Office 365 apps



3. Follow the installation instructions for your device e.g. on an Windows PC Select Run to begin installing the software



For other versions of Office visit **my account, apps & devices**

<https://portal.office.com/account#home> and select the version which best suits your device.