



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

MEMORANDUM

TO: All RCCDSB Employees

FROM: Learning Technologies Department

DATE: April 29, 2019

RE: **Single-Sign On Staff User Guide**

Over the course of the weekend **beginning May 3rd at 4PM ending May 6th at 7AM all RCCDSB accounts will be switched to our new unified account.** This will change the way you sign into your board email, but not change your official board email. We will be introducing the “My Apps” page listed below, which will be our home for Single Sign On and other board resources. We have listed instructions below for you to access your account. If you access your board email on a mobile device - you will need to remove/re add the account using the new sign in method.

Students: Students will all log into their Google accounts as normal, BUT, their passwords will all be reset to Welcome99. They will be forced to change it right away. (Teachers at the younger grades may want to plan to have a simple, standardized password for all of their students to make things work easily.)

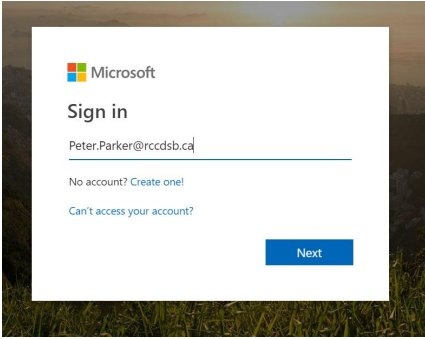
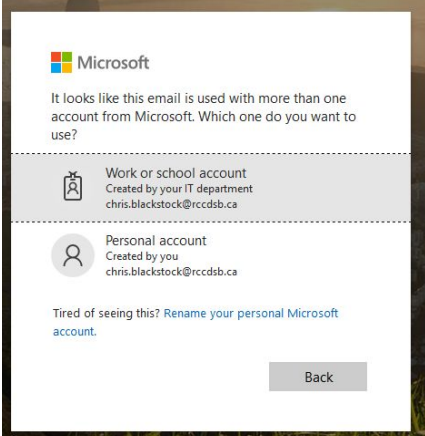
We will have a helpdesk set up for staff to manage this transition period.

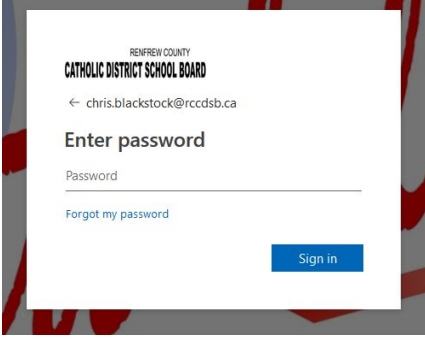
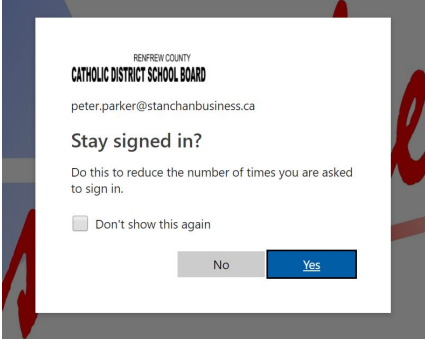
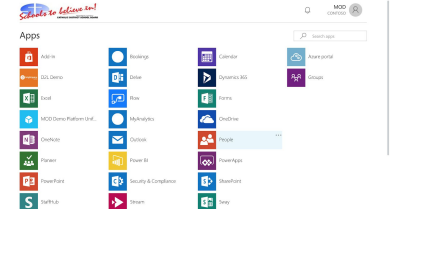
Staff can contact **613-628-2927 ext 112.**

Also, staff can also email the helpdesk email at: **help2012@rccdsb.edu.on.ca**

RCCDSB Single Sign on Instructions for Staff

Starting May 6th at 7 am.

Steps	Actions	Screenshot or Image
<p>Step 1</p>	<p>Go to : Myapps.microsoft.com</p> <p>You can also go to the RCCDSB Staff page on the main board website.</p>	
<p>Step 2</p>	<p>LOG IN using your existing RCCDSB Google Education Account Username</p> <p>This will be your @rccdsb.ca account Example: firstname.lastname@rccdsb.ca</p>	 <p>The screenshot shows the Microsoft sign-in interface. At the top is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'Peter.Parker@rccdsb.ca'. Below the input field are two links: 'No account? Create one!' and 'Can't access your account?'. A blue 'Next' button is located at the bottom right of the sign-in box.</p>
<p>Step 3</p>	<p>Select Work or School</p>	 <p>The screenshot shows a Microsoft account selection screen. At the top is the Microsoft logo. Below it, the text reads: 'It looks like this email is used with more than one account from Microsoft. Which one do you want to use?'. There are two account options listed, each with a small icon and a dashed line separator below it. The first option is 'Work or school account' with a briefcase icon, created by the IT department. The second option is 'Personal account' with a person icon, created by the user. At the bottom, there is a link 'Tired of seeing this? Rename your personal Microsoft account.' and a grey 'Back' button.</p>

<p>Step 4</p>	<p>Enter the password you would use for your BOARD EMAIL.</p> <p>This will be your password you use for your @rccdsb.edu.on.ca account</p>	
<p>Step 5</p>	<p>Stay Signed In? You have the option and convenience of staying signed in. We suggest doing this only on a trusted device that is assigned to you. If you are on a shared device select no for this option.</p>	
<p>Step 6</p>	<p>BROWSE the SSO directory and SELECT the program you wish to access. We have provided links to regularly used web applications. We will integrate them into Single Sign On in the coming months, but for now Google Apps and Microsoft are the apps your signed into.</p>	
<p>Step 7</p>	<p>Select Outlook and verify your mail is working</p>	