

## Technology and Network Usage at GMAHS

### Logging on to a computer for the first time and setting your password:

- Log in to the computer with your first initial, last name in the username space
- Enter the default password of gmahs (all lowercase)
- You will be prompted to set a new password
- The password must be 8 characters long, including an uppercase letter and number
- Write your new password here \_\_\_\_\_
- Continue to the desktop

### Accessing your email account:

- Open a browser and enter outlook.office365.com in the address bar. You may see other options appear, but please only navigate to this specific address.
- Screen will look like image below, with a login section



- Enter your username (first initial, last name) followed by @gmahs.org
- Ex. [ssmith@gmahs.org](mailto:ssmith@gmahs.org)
- Use the new password you created

### Logging into PlusPortal/Rediker:

- You will receive an email with a link to set up your Rediker/PlusPortal account. The username and password will be the same as your email.
- Click the long link in the email and follow the on screen instructions.

You may access Rediker or Office 365 by clicking on the Quicklinks dropdown on the homepage of the website (see below).

For those students that have an ipad and/or iphone, you may download the Rediker app in order to access PlusPortals (you are not required to download the app, you can access the same information using the Quicklinks mentioned above).

Visit the app store and enter Rediker in the search box.

Although you may be downloading this on an ipad and/or iphone, you must first choose from the dropdown in the top bar of the app store. Choose 'iphone only'.

You will see the following image:



Once you have downloaded the app, you will be prompted to enter your school name.

Our school name must be entered as **gmahs** (all lowercase).

You will then be prompted to log in using your FULL email address and your password.

#### Using the Wireless Network (Wifi):

- Always choose the wireless network called GMAHS-Access. You may see other options, but the best speed and connectivity are on GMAHS-Access.
- You will not be required to enter a user name or password when you select the network.
- Once you have selected GMAHS-Access, open a new browser window and navigate to the school's website: [www.gmahs.org](http://www.gmahs.org)
- At this point, you should see a blue screen asking for your log on credentials (user name and password). Enter your first initial and last name (same as logging on to a computer) and your password.
- After this, you can successfully browse the internet or run apps (if you do not complete this process, you cannot use apps like the app store or other web based programs).

#### Printing:

Printing at GMAHS is easy. Students can print from school computers and personal laptops or tablets. Once sent to print, you may print your document from printers in the following locations: Learning Commons, Quiet Room, or Counseling Office. You do not need to decide where you wish to print before you send the document to print. Your document will print from the printer where you log in by swiping your school ID.

How you print depends on which of the above devices you are using. (see next page)

### School Computers:

- Print as you would on any computer. Make sure that the selected printer has the word 'findme' in its name. It may appear as GMAHS\_Print/findme.
- Send the document to print
- Swipe your ID card at any printer

### Laptop:

- Save your document as a PDF.
- Go to the following url: <http://172.16.1.24:9191/user> (note: no www needed)
- Click on the 'web print' button from the left hand menu
- Click 'submit a job'
- Click '2. Print options and account selection'
- Click '3. Upload documents'
- At this point, you may click and drag your files into the grey area, or click 'upload document' and select the document that you wish to print.
- Click 'upload and complete'
- Swipe your ID at any printer.

### iPad:

- From your airprint menu, choose 'findme (ipad only)'
- You will be asked to enter your credentials (first initial plus last name, password)
- Continue to print as normal

### Hints and Reminders:

When logging into *school computers*, use ONLY your first initial and last name.

When logging into the *filter/school wifi*, use ONLY your first initial and last name (choose gmahs-access network).

When logging into *Rediker OR Office 365* from a browser, use FULL email address as your username and then enter your password.

Both your email and PlusPortal can be accessed from the quicklinks drop down menu on the main page of the school website (yellow text under the blue arrow below).

