



FENGSHAN
CARES PECT
POSSIBILITY
ILIENCE

Onboarding Guide for Student iCON

Fengshan Primary School

- [How to access Student iCON and requirements](#)
- [Login Steps to Student iCON](#)
- [Application Available for Primary 1 to 3](#)
- [Application Available for Primary 4 to 6](#)
- [Troubleshooting Steps](#)

WHAT DO STUDENTS NEED TO ACCESS STUDENT iCON

METHOD 1

Access to the website address directly using Google Chrome or Microsoft Edge Browser
<https://workspace.google.com/dashboard>

(QR Code provided on the right)

OR





METHOD 2



Access Fengshan school website with the link under Pupils
<https://fengshanpri.moe.edu.sg/explore/for-pupils>



IMPORTANT INFORMATION

 You can log in via:
 **Default browser** on your computer or mobile device.*

**For Android devices, logging in via Microsoft Edge and Firefox browsers is recommended.*

 You cannot log in via:
 Mobile apps (e.g. Gmail app, Apple Mail app, etc.) until further notice.

For Pupils


1. [Student Learning Space \(SLSpace\)](#)
2. [Student iCON](#)
3. [OPAC Website](#)
4. [AsknLearn](#)

1 Internet enabled devices (mobile devices such as tablet or desktop/laptop/Macbook)

2 Updated web browser such as Google Chrome, Microsoft Edge, Safari and Firefox browsers

3 Student password **iAMS** password (student **Windows** log in password for SSOE2 laptop)

4 Student iCON **username**
e.g. adam_john@students.edu.sg
(To be provided by Form Teacher)

 If the student has forgotten the **iAMS** windows laptop login password, please inform the Form Teacher/Co-Form Teacher to get the reset password

Login Steps

Onboarding Student iCON

- 1 Enter your **Student iCON email address**. Click **Next**

The student email address has been given to your child/ward via the Form Teacher

- 2 You will be directed to the **Microsoft sign in** page to authenticate your credential.

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

- 3 Enter your **IAMS password** and click **Sign in**.

Please ensure the child/ward write and keep the password in their student handbook

- ! If you encounter issues during login, please refer to Annex A for troubleshooting instructions.

*Note that mobile apps such as Gmail app and Apple Mail app are not supported in the pilot phase.

Google
Sign in
Use your Google Account

1 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

2 test_studentB@students.edu.sg

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

[Sign-in options](#)

[Next](#)

Microsoft
← test_studentB@students.edu.sg

Enter password

3

[Forgotten my password](#)

[Sign in](#)

Login Steps

Step 4 is only for those students who are login for the first time. For others, skip to **Step 5**

4 You will be promoted to input your **current password** in the first field followed by your **new password** in the **second and third field**.

Click **Sign in** to proceed.

5 Click **Yes** to proceed.

6 To acknowledge the message, click **Accept**. Take note of the terms and conditions in the use of this email account.

7 You will be directed to **Google Workspace Dashboard page**. To ensure that the onboarding is complete, refer to page 4, 5, 6.

- Page 4: Primary 1 to 3
- Page 5: Primary 4 to 6
- Page 6: Secondary and JC/MI



Microsoft
test_studentb@students.edu.sg

Update your password

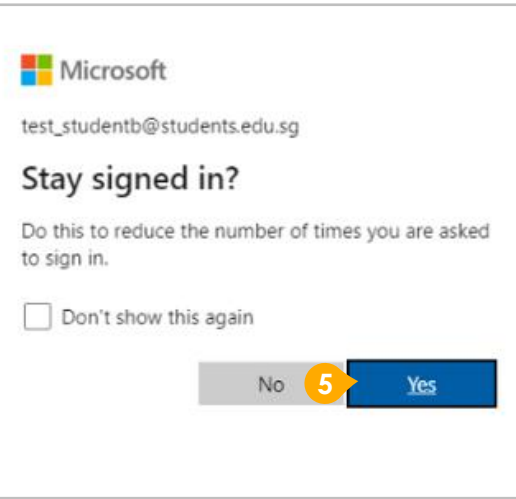
You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password

New password

New password

Sign in



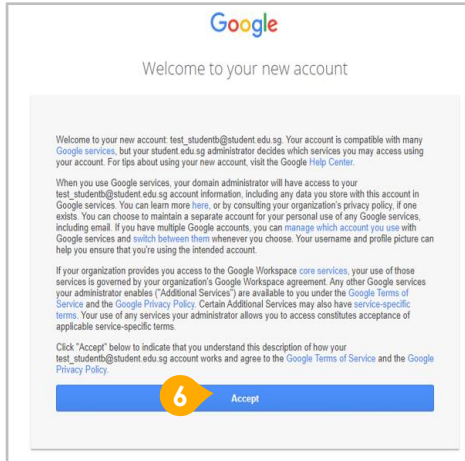
Microsoft
test_studentb@students.edu.sg

Stay signed in?

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

Don't show this again

No **5** Yes



Google

Welcome to your new account

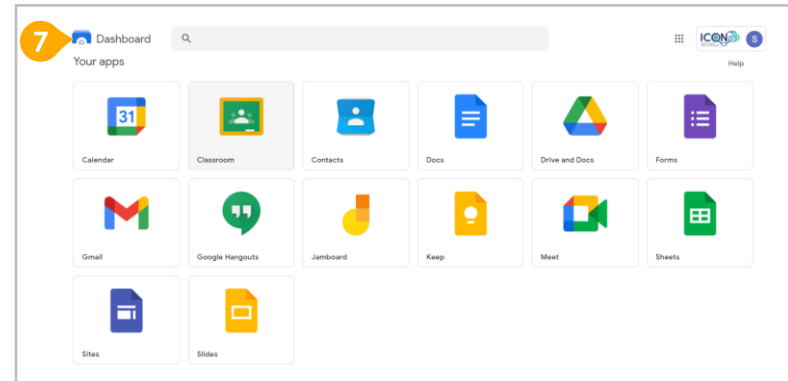
Welcome to your new account: test_studentb@student.edu.sg. Your account is compatible with many Google services, but your student.edu.sg administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your test_studentb@student.edu.sg account information, including any data you store with this account in Google services. You can learn more here, or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Workspace core services, your use of those services is governed by your organization's Google Workspace agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have service-specific terms. Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your test_studentb@student.edu.sg account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

6 Accept



7 Dashboard

Your apps

| | | | | | |
|----------|-----------------|----------|------|----------------|--------|
| Calendar | Classroom | Contacts | Docs | Drive and Docs | Forms |
| Gmail | Google Hangouts | Jamboard | Keep | Meet | Sheets |
| Sites | Slides | | | | |

Apps available for Primary 1 to 3

1 Students in Primary 1 to 3 should see these apps on the dashboard*.

Note: Certain apps such as Gmail and Google Currents are not available to the students.

1

Your apps

Help



Calendar



Classroom



Contacts



Docs



Drive and Docs



Forms



Google Hangouts



Jamboard



Keep



Meet



Sheets



Sites



Slides

! If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

* The Google Workspace Dashboard Page shown on the right is correct as of 19 February 2021. The apps shown may vary from time to time by Google.

Apps available for Primary 4 to 6

1 Students in Primary 4 to 6 should see these apps on the dashboard*.

Note: Certain apps such as Google Currents are not available to the students.















Primary 4 to 6 students can only send and receive emails to email address with

- @students.edu.sg
- @moe.gov.sg
- @moe.edu.sg
- @schools.gov.sg

! If you have apps shown on this slide that are missing from your account, please report it to your teacher. Your teacher will log a case with SSOE 2 Service Desk.

1 Your apps

Help

| | | | | | |
|---|--|---|---|---|---|
|  Calendar |  Classroom |  Contacts |  Docs |  Drive and Docs |  Forms |
|  Gmail |  Google Hangouts |  Jamboard |  Keep |  Meet |  Sheets |
|  Sites |  Slides | | | | |

* The Google Workspace Dashboard Page shown on the right is correct as of 19 February 2021. The apps shown may vary from time to time by Google.

Possible issues you may encounter when onboarding to Student iCON.

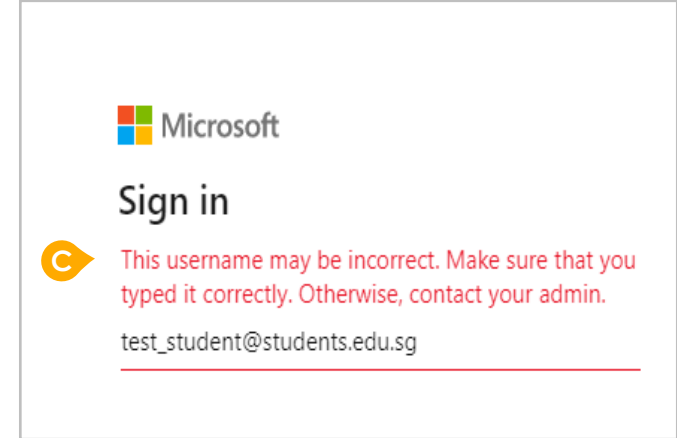
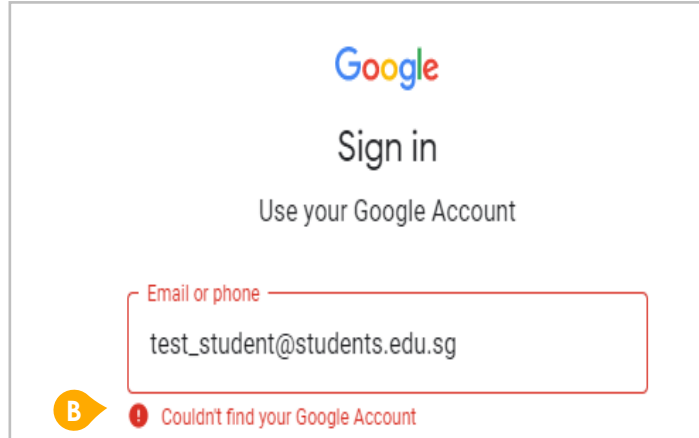
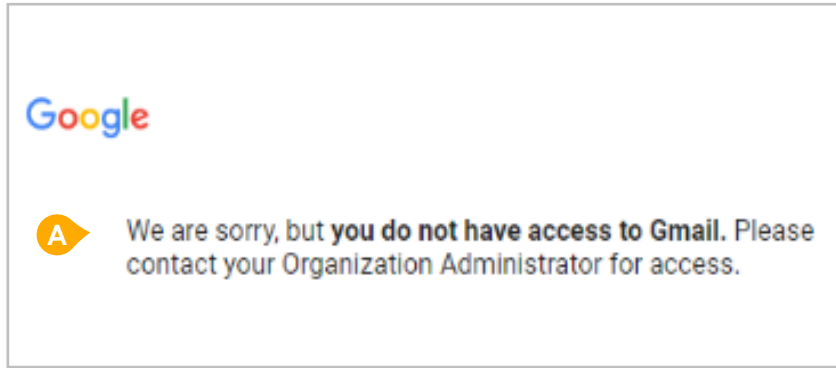
For issues A to C, please report it to your teacher who will log a case with SSOE Service Desk:

A When you use a web browser to visit a Google app on your dashboard and see this error message.

(Note: Certain apps are disabled. For example, Gmail app is disabled for primary 1 to 3).

B The email address you have provided for the Google or Microsoft Sign In page cannot be found.

ANNEX A1 – Troubleshooting instructions for potential onboarding issues



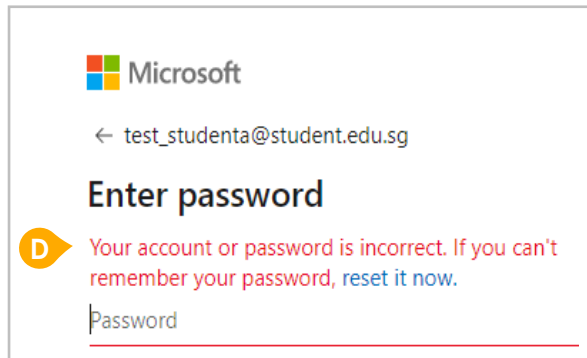
ANNEX A2 – Troubleshooting instructions for potential onboarding issues

Possible issues you may encounter when onboarding to Student iCON.

For issue D, E or other IAMS password-related issues, e.g. forgotten password or inactive account, please approach your form teacher who will request the ICT admin for a password reset.

D The password you have provided is incorrect.

E Your account has been locked out due to keying in the incorrect password too many times.



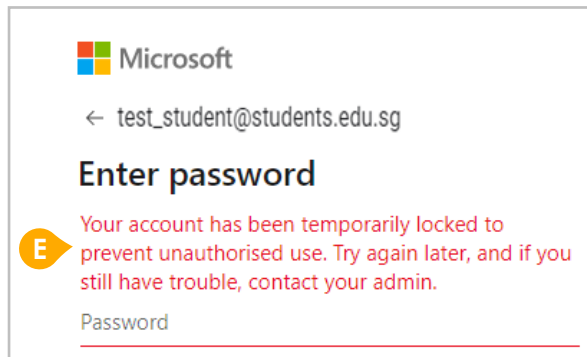
Microsoft

← test_studenta@student.edu.sg

Enter password

D Your account or password is incorrect. If you can't remember your password, [reset it now](#).

Password



Microsoft

← test_student@students.edu.sg

Enter password

E Your account has been temporarily locked to prevent unauthorised use. Try again later, and if you still have trouble, [contact your admin](#).

Password