



# St. Stephen's College

## *Student Account Activation Guide*



*Please read this entire booklet before  
setting up your account!*

Before beginning the steps to activate your new account, you must **sign out of your old account**. Please go to your Microsoft Teams app and sign out. For your **initial setup**, it will be easier to use a laptop or desktop computer. If you do not have one please, ask a friend or family member.

You will be provided with both your new email address and a generic password. The generic password **begins with a capital letter and has no spaces**. Please be sure that you are typing each one correctly in the following steps.

Let's get started!

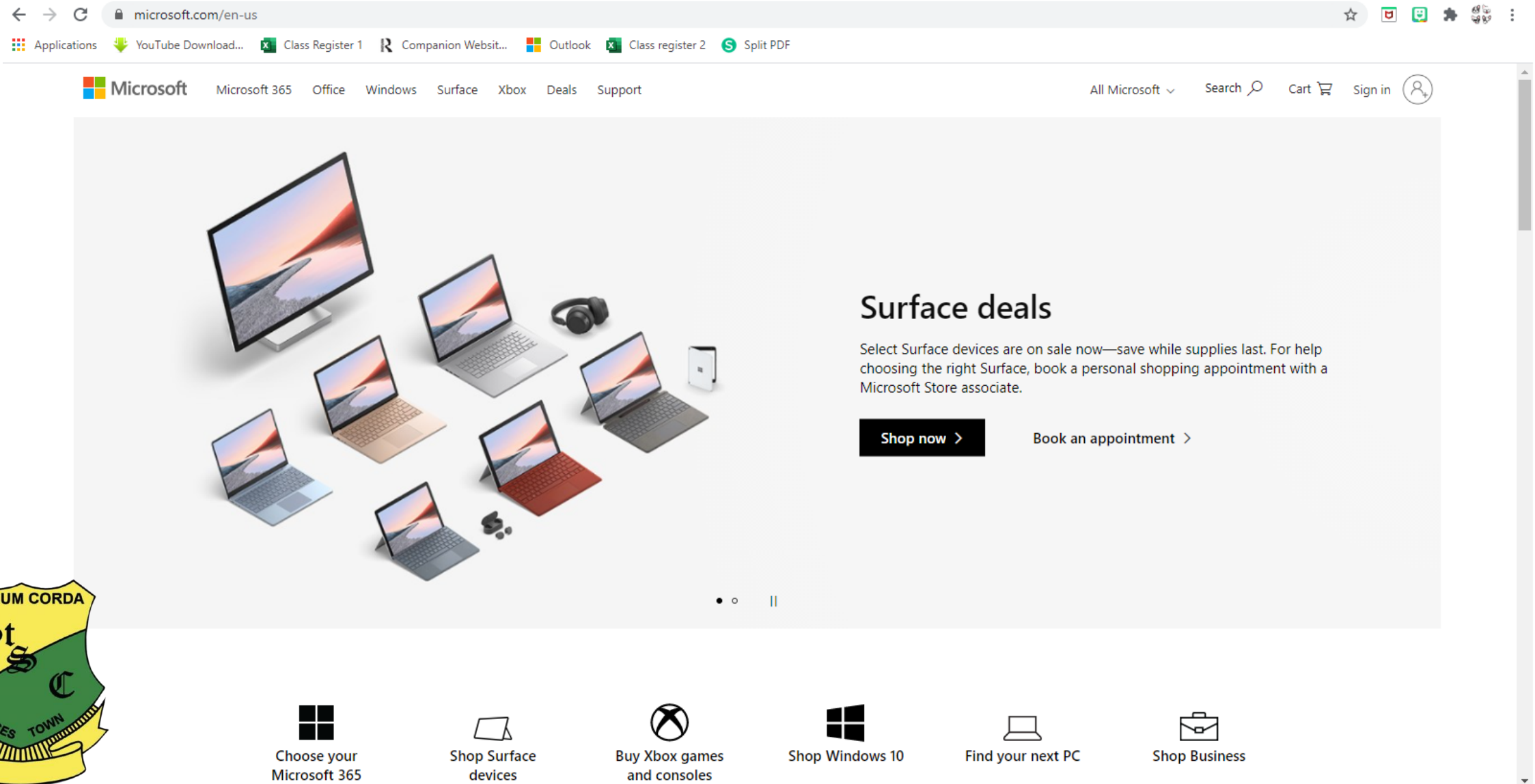




*Click here for a video tutorial on how to sign out of Microsoft Teams if you are using a phone or tablet*

*Click here for a video tutorial on how to sign out of Microsoft Teams if you are using a computer*

# Step 1. On a computer, go to [www.microsoft.com](http://www.microsoft.com)

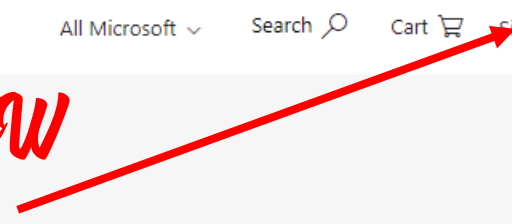


The screenshot shows the Microsoft website homepage. At the top, there is a navigation bar with the Microsoft logo and links for Microsoft 365, Office, Windows, Surface, Xbox, Deals, and Support. On the right side of the navigation bar, there are links for 'All Microsoft', a search icon, a cart icon, and a sign-in icon. Below the navigation bar, the main content area features a large promotional banner for 'Surface deals'. The banner includes an image of various Surface devices (laptops, tablets, and a monitor) and a pair of headphones. To the right of the image, the text reads: 'Surface deals. Select Surface devices are on sale now—save while supplies last. For help choosing the right Surface, book a personal shopping appointment with a Microsoft Store associate.' Below this text are two buttons: 'Shop now >' and 'Book an appointment >'. At the bottom of the page, there is a row of six icons with corresponding text: 'Choose your Microsoft 365' (Microsoft 365 icon), 'Shop Surface devices' (Surface icon), 'Buy Xbox games and consoles' (Xbox icon), 'Shop Windows 10' (Windows icon), 'Find your next PC' (PC icon), and 'Shop Business' (Briefcase icon).



**Step 2.**

*Click here to sign in with your **NEW** email address ending in stu.edu.tt*

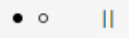


### Surface deals

Select Surface devices are on sale now—save while supplies last. For help choosing the right Surface, book a personal shopping appointment with a Microsoft Store associate.

**Shop now >**

Book an appointment >




  
Choose your Microsoft 365

  
Shop Surface devices

  
Buy Xbox games and consoles

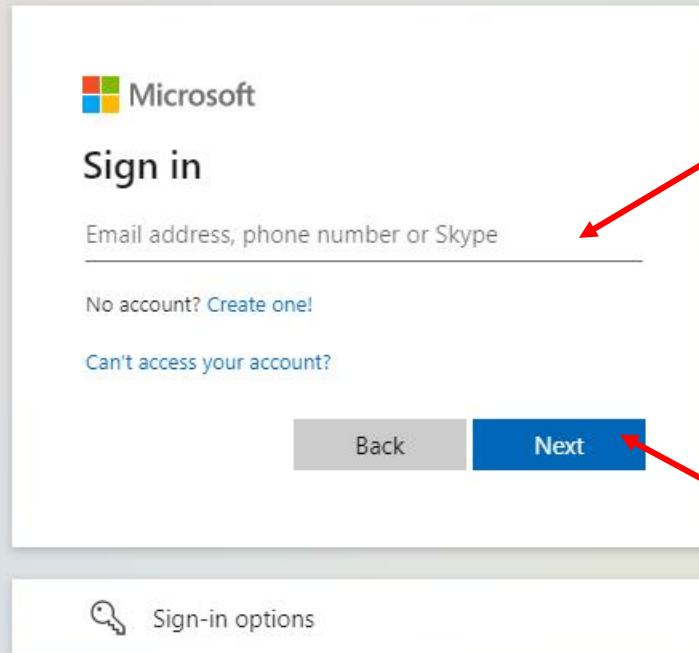
  
Shop Windows 10

  
Find your next PC

  
Shop Business



# *Step 3. Enter your new email address*



Microsoft


## Sign in

Email address, phone number or Skype

No account? [Create one!](#)

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

[Back](#) [Next](#)

 Sign-in options


*1. Click here to enter your new email address*

*2. Click next*



# *Step 4. Enter your generic password and click sign in*



 The Government of the Republic of Trinidad and Tobago  
**MINISTRY OF EDUCATION**

Enter password  
**Education1**

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[Forgotten my password](#)

[Sign in with another account](#)

[Sign in](#)

Welcome to the Ministry of Education Workspace.

*Click here to sign in*

*After following these steps, you will be prompted to **UPDATE** your password.*



# Password policy for Microsoft accounts



- Password must be of at least 8 characters.
- It must contain a combination of at least three (3) of the following type of characters: capital letters, common letters, numbers, symbols (punctuation marks)
- It must not contain the user's name.
- The new password cannot be the same as previous passwords.
- Please make a note of your password.



# Protect your Password!



A password is a set of secret characters or words used to authenticate access to and secure a digital system. Using passwords helps to ensure that computers or data can only be accessed by those granted the right to view or access them. When you set up your account and change your password, **it becomes unique to you**. For some people, it may help if they write down their password. If you choose to write down your password, please keep it in a safe place!!



# Step 5. update your password



## 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.

Current password **Education1**

New password **Enter your NEW password**

Confirm password **Enter it again**

Sign in

Welcome to the Ministry of Education Workspace.

*Clicking here will take you to a new page that will prompt you to set up security questions. You must fill them in and remember the answers*



*This next step is very important. Please read and follow all instructions!*

# Step 6a. update your security questions



don't lose access to your account!

To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. **You'll need to set up at least 1 of the options below.**

**!** Security Questions have not been configured. [Set them up now](#)

Finish

Cancel

*Click here*

On the next step, you will be asked to provide answers to security questions. **YOU MUST REMEMBER THESE ANSWERS.** On the event that you forget your password and need to reset it, the answers to these questions will be used. They are **very important.** You should memorise them or write them down and keep them in a safe place!



**This is important!!!!**



# Step 6b. update your security questions



don't lose access to your account!

Please select questions to answer below. Your admin requires you to set up 3 questions, and answers must be at least 3 characters long.

Security question 1



Security question 2



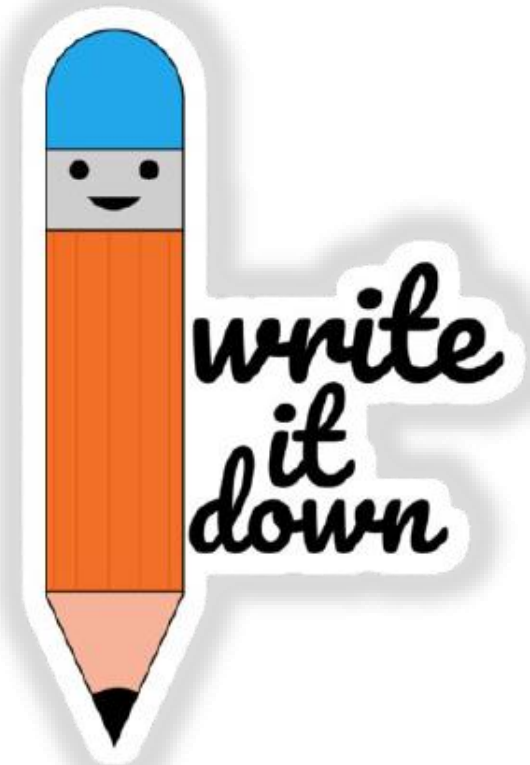
Security question 3



save answers

*Save your answers*

Back





*Yes! Stop again! Before you continue, please read the following instructions carefully*





# PLEASE READ: IMPORTANT MESSAGE

After entering your security questions, you *may* be prompted to give additional contact information to verify your account.

*This will not happen for everyone* but if it happens to you, please read and follow the instructions on the screen carefully.



# Step 6c. Additional security info

1. Select the Trinidad and Tobago country code

2. Put in your cell phone number here

3. Click Send Code

4. Then Click Verify

Outlook.com

### Verify your account

Before you can send email, we need to verify your account. This won't happen every time you send email, we promise.

Send a code to this phone number.

Country code

Phone number

Send code

Verify

# *Step 6d. Additional security info*

## Additional security verification

Secure your account by adding phone verification to your password. [View video to know how to secure your account](#)

**Step 2: We've sent a text message to your phone at +1 868-XXX-XXXX**

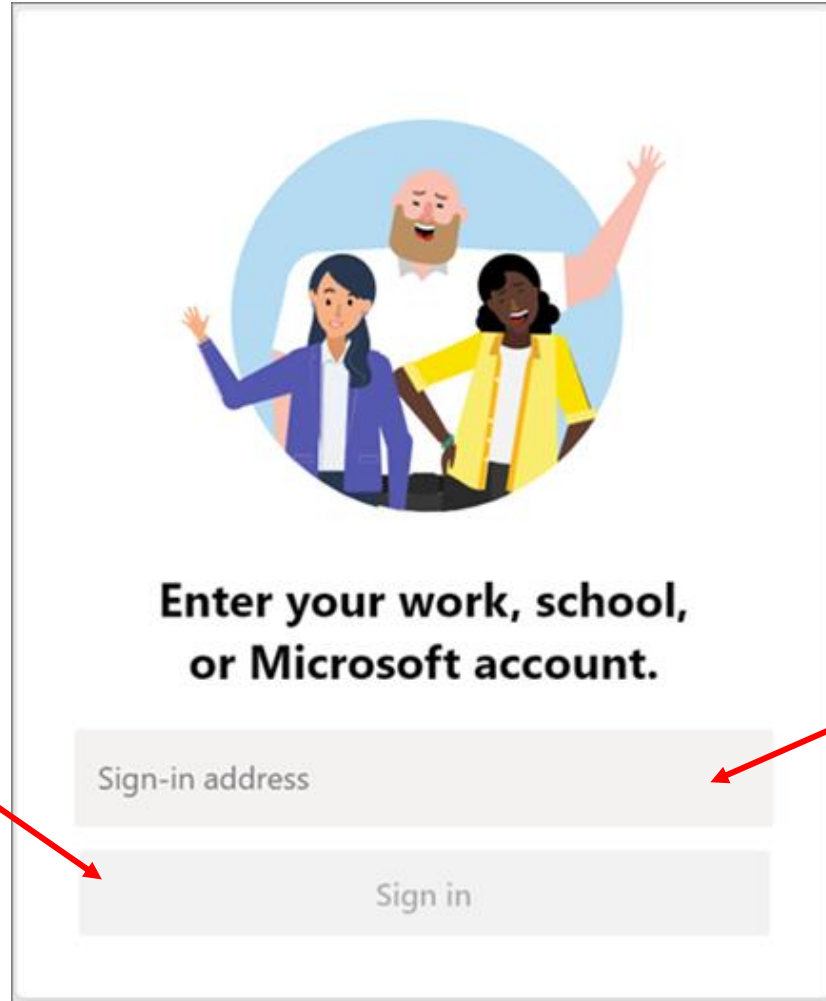
When you receive the verification code, enter it here

*1. Enter the code you received on your phone here*

*2. Click here*

# *Step 7. Return to your Microsoft Teams app and sign in*



The image shows a Microsoft Teams sign-in screen. At the top, there is a circular illustration of three diverse people (a man and two women) smiling and waving. Below the illustration, the text reads "Enter your work, school, or Microsoft account." There are two input fields: the top one is labeled "Sign-in address" and the bottom one is labeled "Sign in".

*Put in your new password that you created in step 5 here*

*Put in your new email address here*





*You have activated your account!*

*When you log in, you will be able to use expanded features of the Microsoft Teams platform.*



I cannot see all my Teams!!!



Don't Panic!!

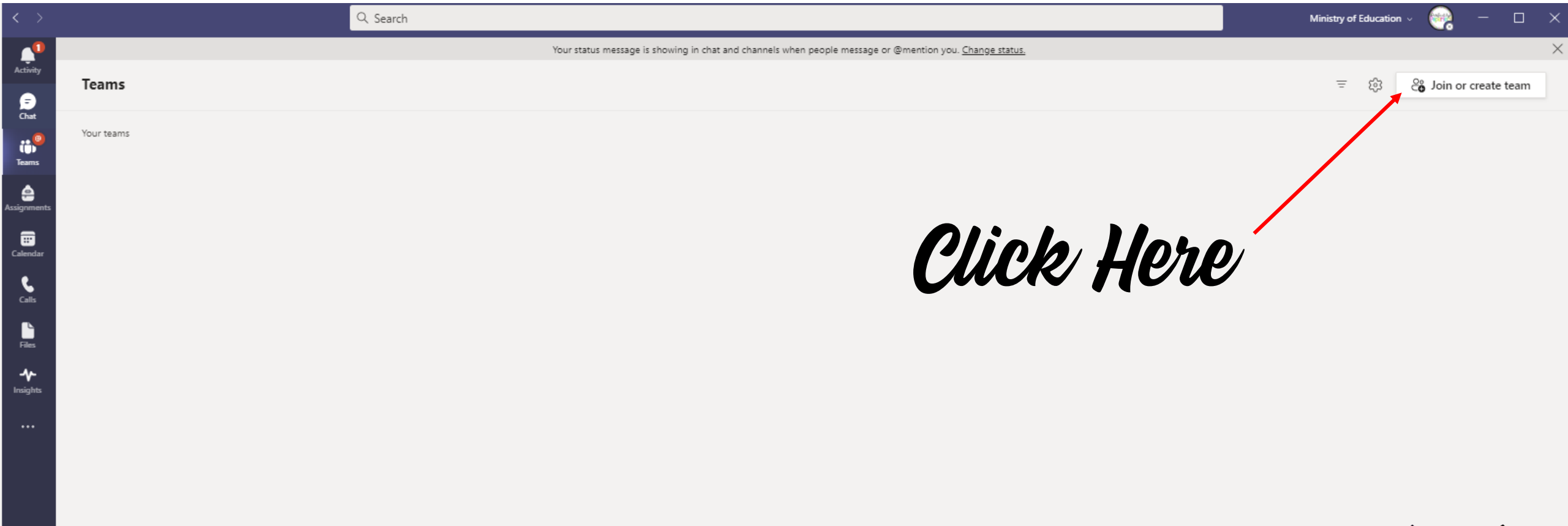
Please note that you will have to be added to all your teams with this NEW email address.

If you are not seeing a particular team, please contact your subject teacher.

Some Teachers **MAY** give you a code to join their teams. Follow these steps to join your Teams with a code.



# Step 1. Go to your Teams Home Page



*Click Here*





# Step 2. Enter your Team Code



*1. Click Here to enter your Team Code that your Teacher gave you*

*2. Click Here to join*



A blue cartoon penguin with large white eyes and a yellow beak is perched on a brown branch. A speech bubble above the penguin contains the text "Uh oh." in bold black font.

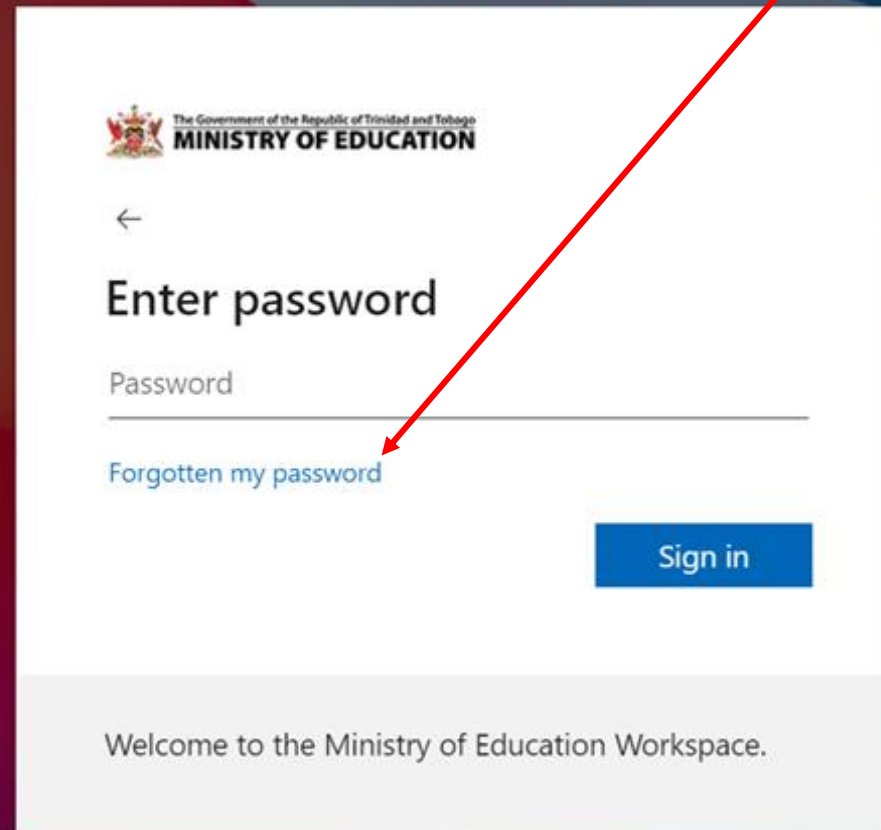
**Uh oh.**

*Did you forget your password?*

*Follow these steps to reset your password.*

*Step 1:*

*1. Click Here*



The screenshot shows the login interface for the Ministry of Education. At the top left is the logo of the Government of the Republic of Trinidad and Tobago, followed by the text "The Government of the Republic of Trinidad and Tobago" and "MINISTRY OF EDUCATION". Below this is a back arrow icon. The main heading is "Enter password". Underneath is a text input field labeled "Password". Below the input field is a blue link that says "Forgotten my password". A red arrow points from the text "1. Click Here" to this link. At the bottom right of the form is a blue button labeled "Sign in". At the bottom of the page, there is a grey footer area with the text "Welcome to the Ministry of Education Workspace."



# Step 2.

Get back into your account

Who are you?

To recover your account, begin by entering your email address or username and the characters in the picture or audio below.

Email or Username:

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

*1. Enter your email address here.*

*Be sure that you are spelling it correctly!*

*2. Enter the characters in the picture or the words in the audio.*



# Step 3. Enter the answers to your security questions



## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

Answer my security questions

What was your first job?

What was the name of your first pet?

What is your favourite food?

Next



# Step 4. Choose a new password



Get back into your account

verification step 1 ✓ > **choose a new password**

\* Enter new password:

Password strength

\* Confirm new password:

Finish

Cancel

1. Enter your new password here

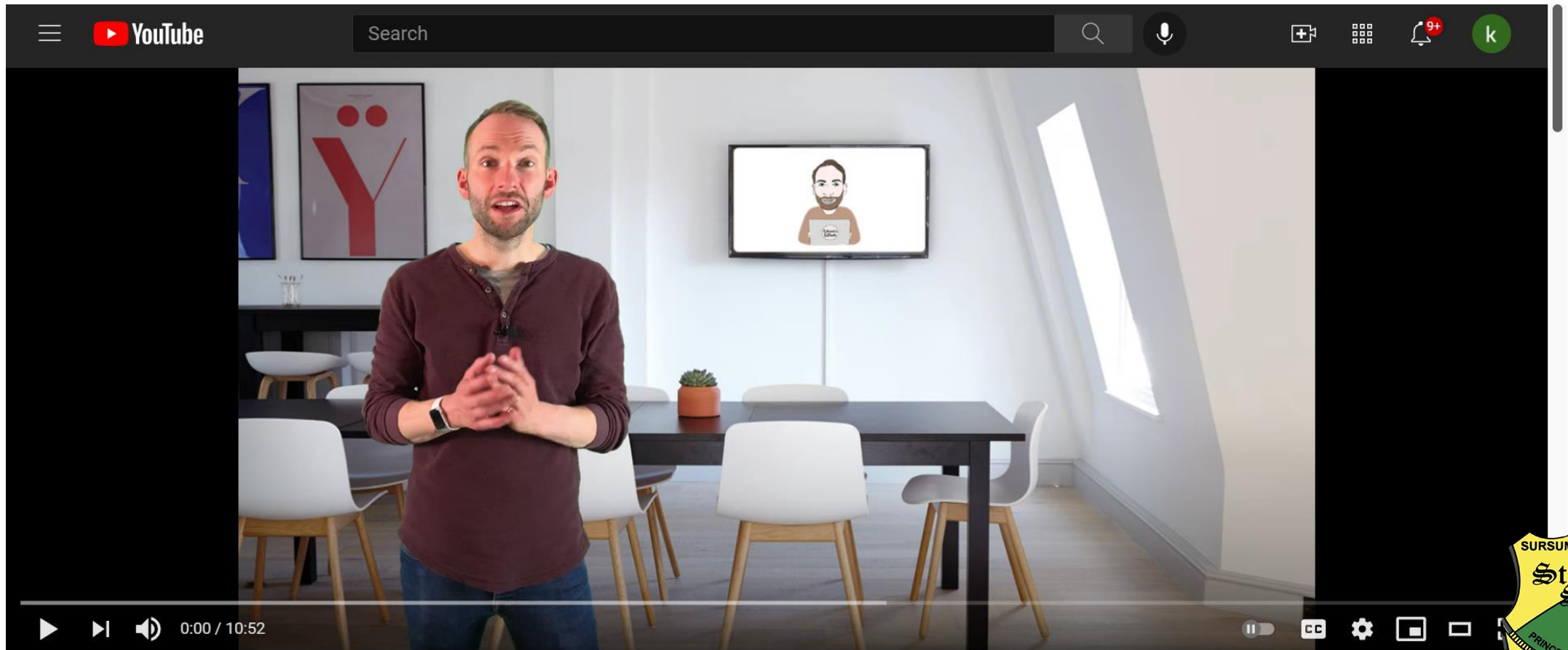
2. Enter your new password again here

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers and symbols. They cannot contain your username.

3. Click Finish



*Need help with using Teams? [Click here](#) to watch a tutorial on how to get around.*



# Problems?



*Have you followed all of the steps carefully?  
Do you still need help?*

*Please ensure that you are signed out and restart your device, then follow these steps from the beginning.*



Microsoft Teams

