

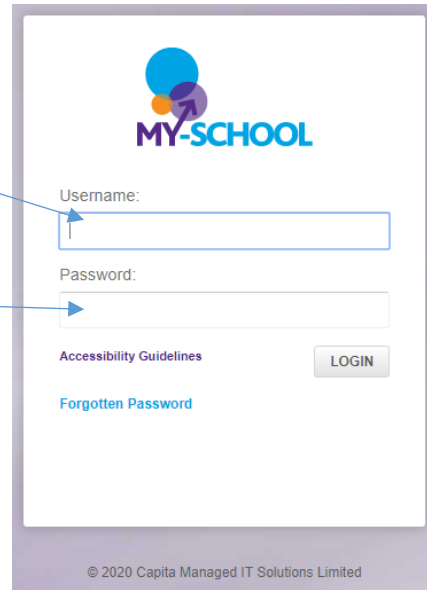
How To Access School Documents From Home

1. Go to www.c2kschools.net

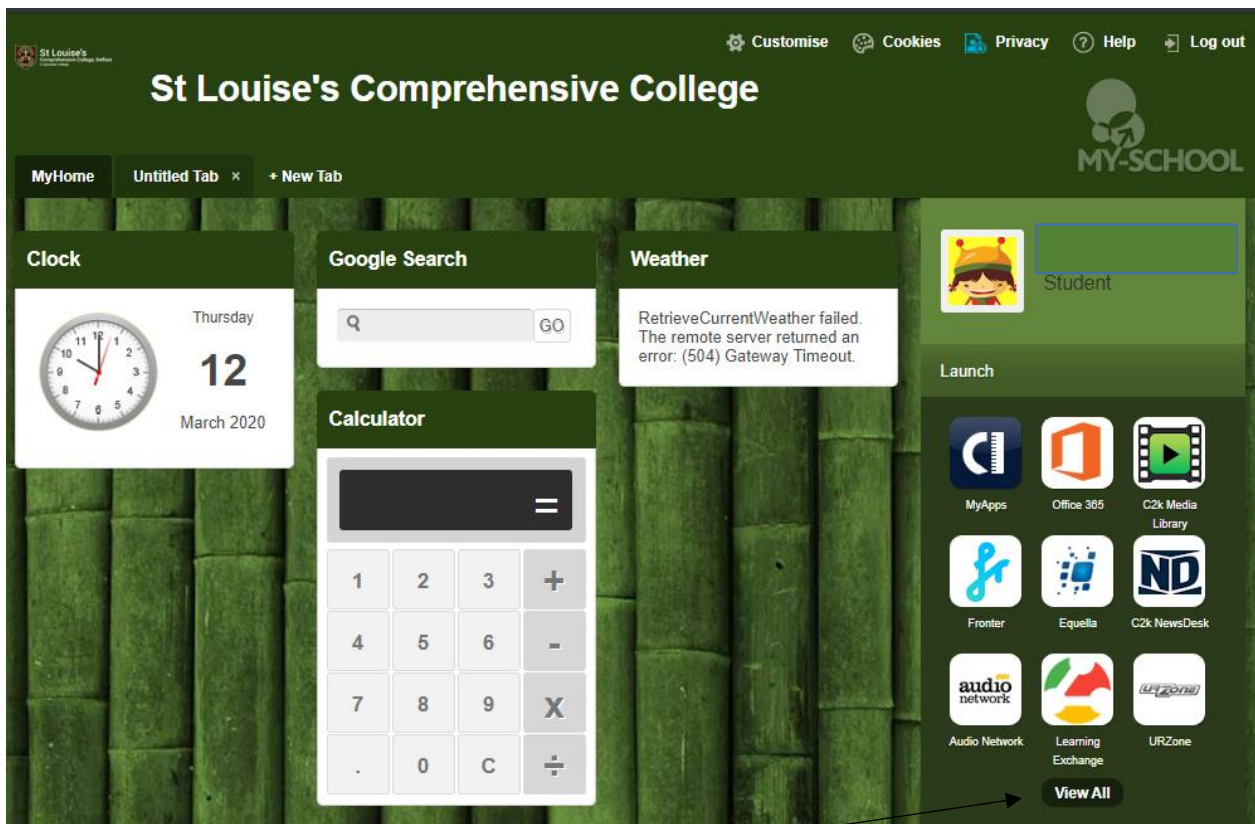
2. Enter your school username here

3. Enter your school password here

4. Click **LOGIN**.



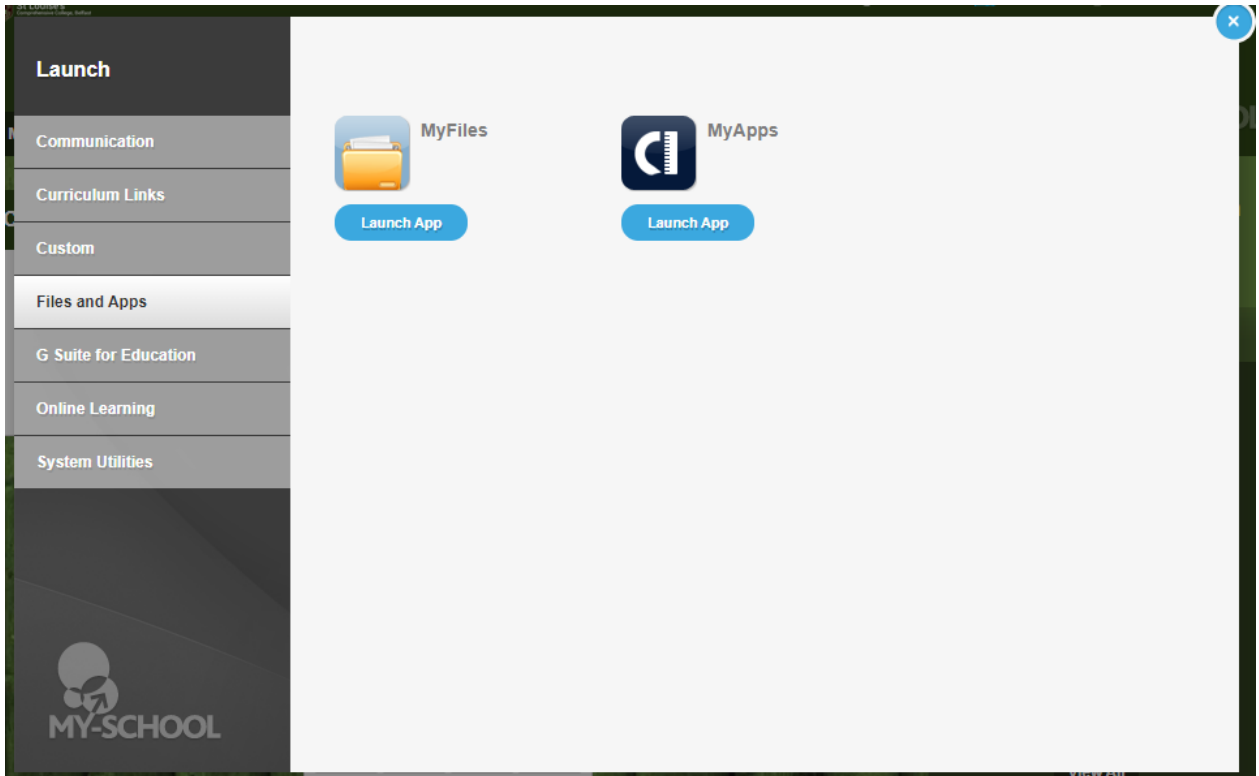
You will now see your MySchool page.



5. Click **View All**

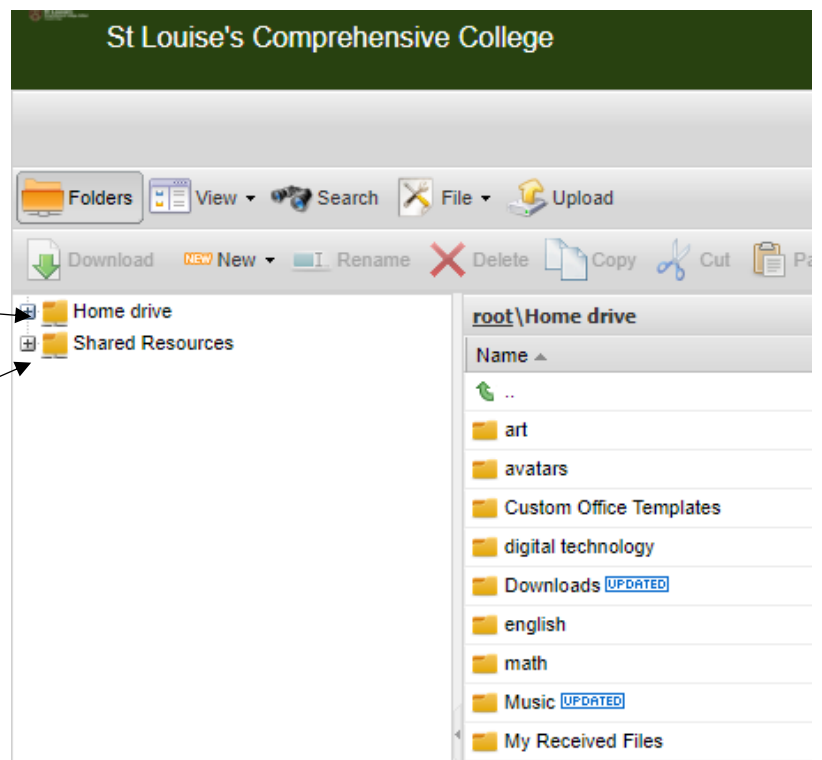
6. On the Left-Handside click on **Files and Apps**.

7. To open your Documents (N: Drive) or the Shared Resources Folder click on **MyFiles**



Home Drive is your Documents

Click on Shared Resources to view all the shared resources folders and documents.



How To Access Google Documents / Google Classroom From Home

1. Go to www.c2kschools.net

2. Enter your school username here

3. Enter your school password here

4. Click **LOGIN**.

MY-SCHOOL

Username:

Password:

[Accessibility Guidelines](#)

[Forgotten Password](#)

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You will now see your MySchool page.

St Louise's Comprehensive College

MY-SCHOOL

MyHome Untitled Tab x + New Tab

Customise Cookies Privacy Help Log out

Clock Thursday 12 March 2020

Google Search GO

Weather RetrieveCurrentWeather failed. The remote server returned an error: (504) Gateway Timeout.

Calculator

Launch

MyApps Office 365 C2k Media Library

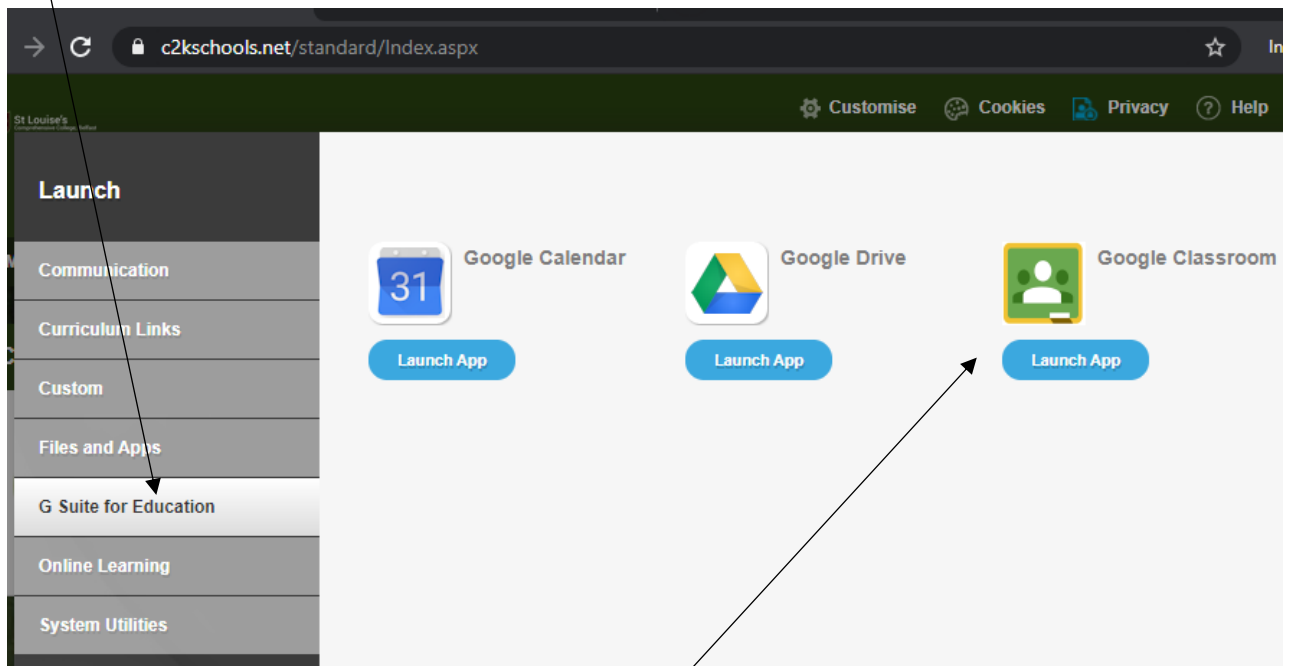
Frontier Equella C2k NewsDesk

Audio Network Learning Exchange URZone

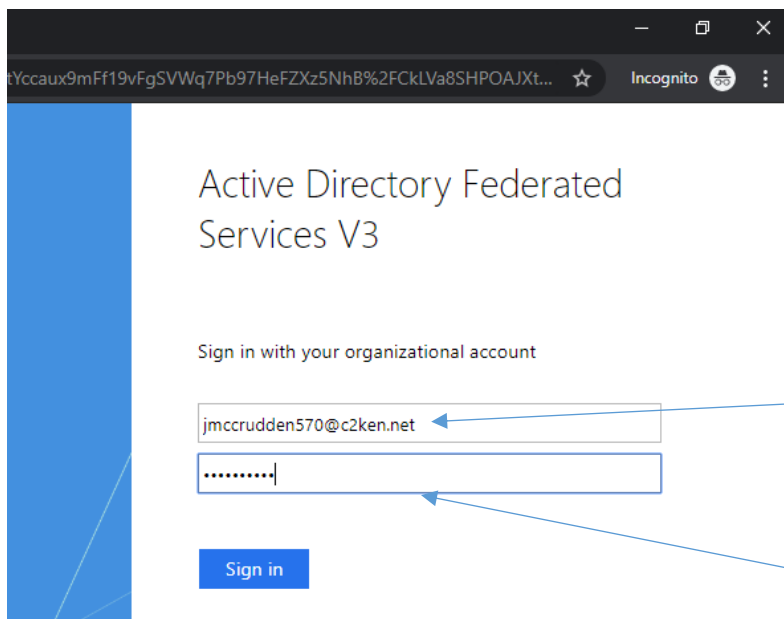
View All

5. Click **View All**

6. Click on G Suite For Education



7. Click on Google Classroom to view all of your classes.

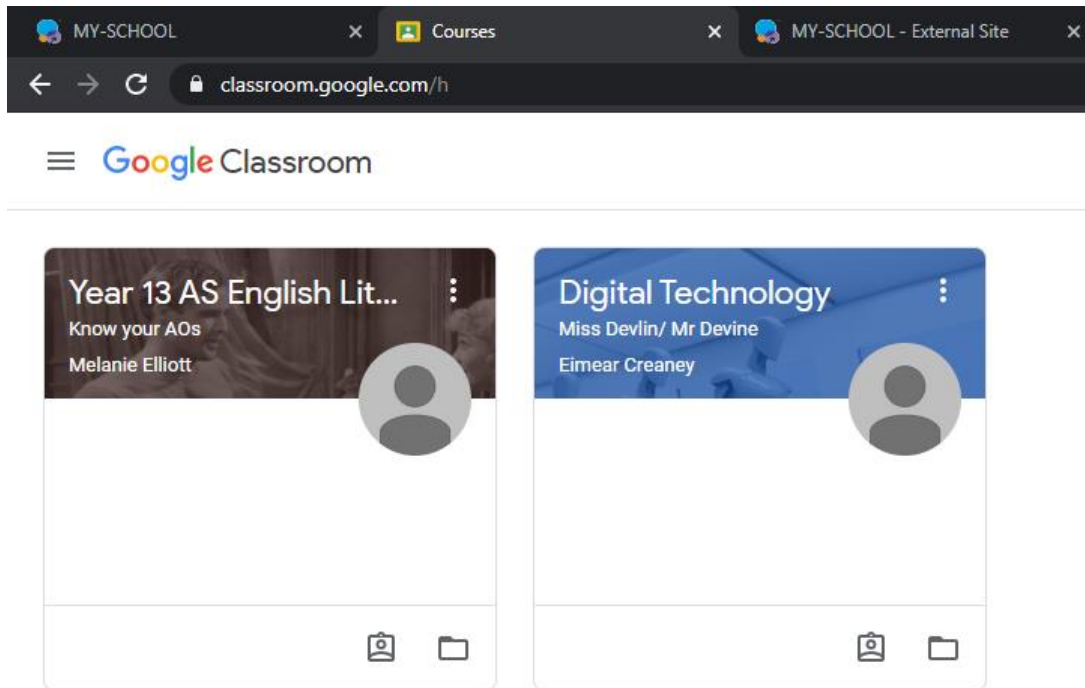


Login using your school username followed by **@c2ken.net**

Example [cdevine364@c2ken.net](#)

Then enter your school password and click Sign in.

You will see all the classes you are enrolled in (or own).



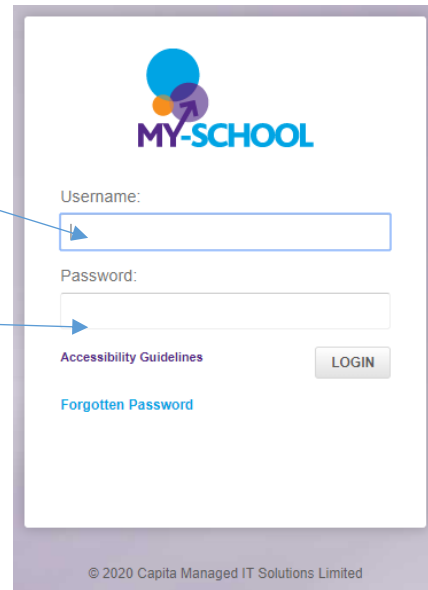
Download Microsoft Office at Home

1. Go to www.c2kschools.net

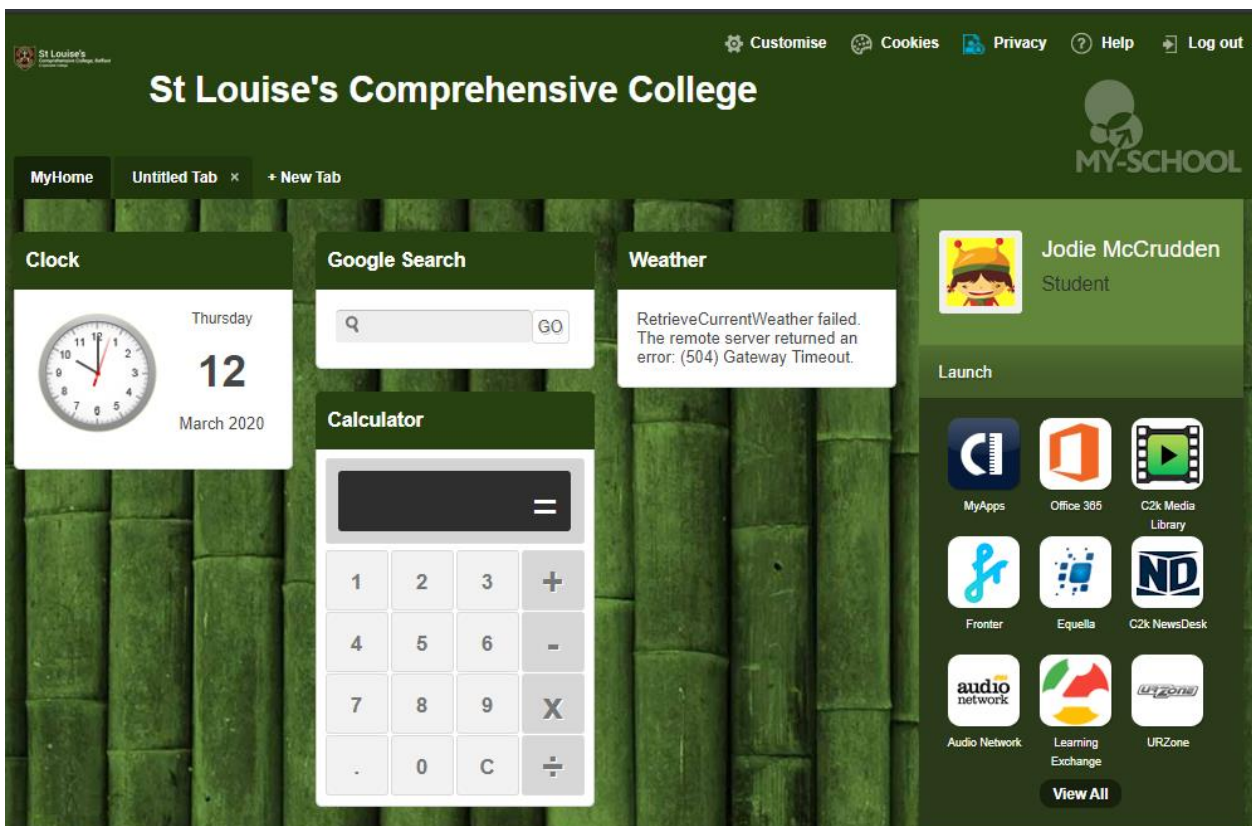
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3. Enter your school password here

4. Click **LOGIN**.



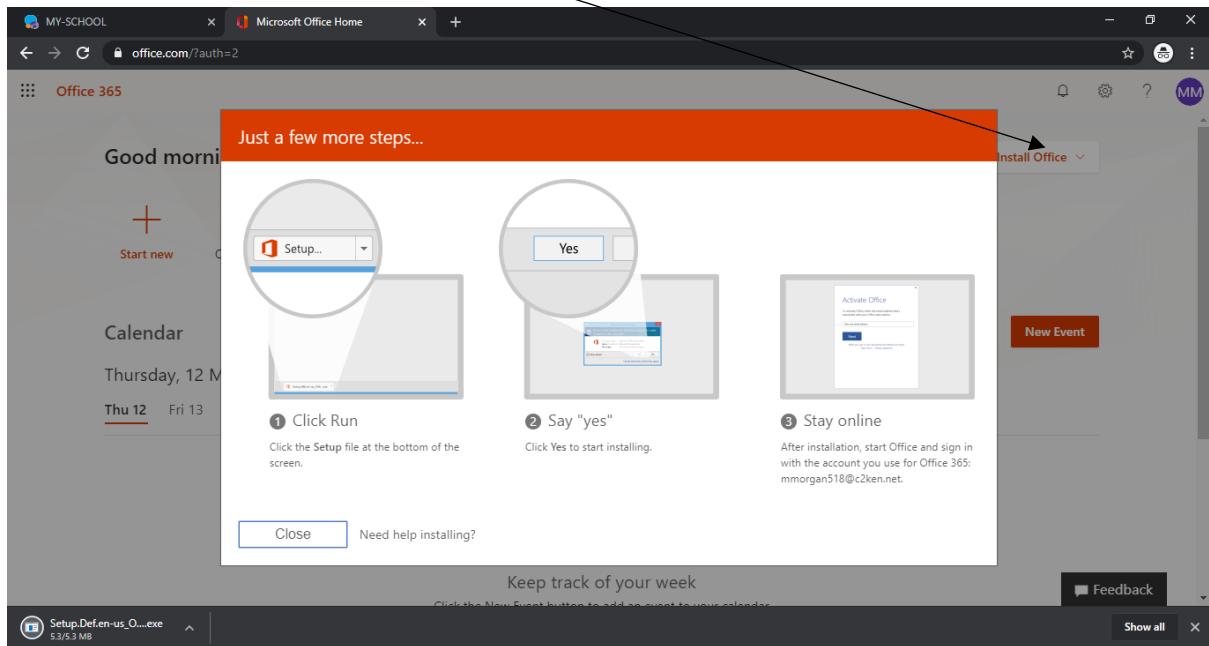
You will now see your MySchool page.



5. Click on Office 365

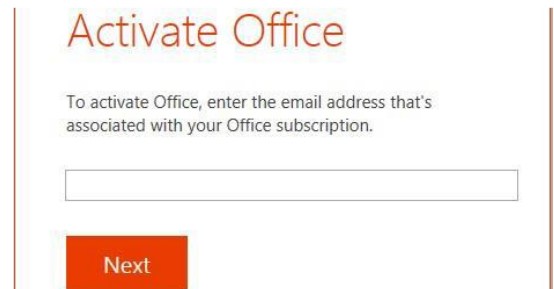


6. Click on install office button



Run the setup file when it downloads and continue the installation process.

Please note, this is a **large file (3Gb)** and as such installation can take some time.
When prompted to activate the software, pupils should enter their username in the format:
<username>@c2ken.net
Please note this requires the domain @c2ken.net and NOT @c2kni.net.



Sign In

User ID:

Password:

Keep me signed in