How To Access School Documents From Home

1.Go to www.c2kschools.net	
2.Enter your school username here	MY-SCHOOL
3.Enter your school password here	Vsername: Password:
4.Click LOGIN .	Accessibility Guidelines LOGIN
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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

Launch			×
Communication	MyFiles	MyApps	
Curriculum Links	Launch App	Launch App	
Custom	Launch App	Launch App	
Files and Apps	-		
G Suite for Education			
Online Learning			
System Utilities			
MY-SCHOOL			

St Louise's Comprehensive	College
Folders View - Search Fil Download WW - Rename Home drive Shared Resources	
4	Music UPDATED My Received Files

How To Access Google Documents / Google Classroom From Home

1.Go to <u>www.c2kschools.net</u>	
2.Enter your school username here	MY-SCHOOL
	Username:
	Password:
3.Enter your school password here	
, .	Accessibility Guidelines LOGIN
	Forgotten Password
4.Click LOGIN.	
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You will now see your MySchool page.



5.Click View All

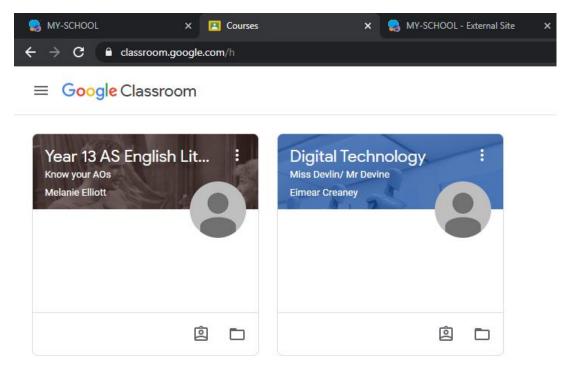
6.Click on G Suite For Education

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St Louise's		😫 Customise	💮 Cookies 🛛 🔒 Privacy	? Help
Launch				
Communication	Google Calendar	Google Drive	Google	Classroom
Curricululn Links Custom	Launch App	Launch App	Launch App	
Files and Apts G Suite for Education				
Online Learning				
System Utilities				

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

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	Active Directory Federated Services V3		
	Sign in with your organizational account jmccrudden570@c2ken.net		Login using your school username followed by <u>@c2ken.net</u>
	Sign in		Example <u>cdevine364@c2ken.net</u> 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 <u>www.c2kschools.net</u>	
2.Enter your school username here	MY-SCHOOL
	Username:
	Password:
3.Enter your school password here	
	Accessibility Guidelines LOGIN
	Forgotten Password
4.Click LOGIN.	
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You will now see your MySchool page.



5.Click on Office 365



6.Click on install office button

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← → C				☆ 🖶 :
III Office 365				a 🌚 ? 酬
Good morni + Start new C Calendar Thursday, 12 M Thu 12 Fri 13	Just a few more steps Setup Setup Cince for a step of the	Yes Image: Particular state Yes Yes Say "yes" Click Yes to start installing.	 Stay online After installation, start Office and sign in with the account you use for Office 365: mmorgan518@c2ken.net. 	Install Office V
		Keep track of your week		Feedback
Setup.Def.en-us_Oexe S3/53 MB	Click the b	law woot button to add an avoat to your colon	dar	Show all X

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.	Activate Office
When prompted to activate the software, pupils should	To activate Office, enter the email address that's
enter their username in the format:	associated with your Office subscription.
<username>@c2ken.net</username>	
Please note this requires the domain @c2ken.net and	
NOT @c2kni.net.	Next
Sign In	

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5	g	1.	T1 1

User ID:	
cdevine449@c2ken.net	
Password:	
•••••	

🗹 Keep me signed in

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