Student ICT Handbook

How to get connected
DDP (Digital Discipleship Program)
To access Maranatha’s wireless network from your own device you need to successfully complete the DDP (Digital Discipleship Program) and return it to your year level coordinator. The DDP only has to be completed once for your account be enabled for the rest of your school career.

Student Username/Password
Your student username will be the same for the entire time you attend Maranatha Christian School. It will begin with an ‘s’ followed by your system enrolment number.

Your home group teacher will tell you what your username is.

Your first password will be ‘password’ until you choose to change it.

For example:

How to Reset Your Password
It is recommended that you change your password at the end of the school day so as not to disrupt your productivity during school hours. If you choose to change your password, you may need to re-register your device for Wi-Fi access. It can also take up to 3 hours for other systems to update and acknowledge your password change.

Method 1 – Reset Password Using a School Computer
1. Log into a school computer
2. Once logged in, press and hold the Alt-Ctrl-Del buttons together
3. Select change password and follow the prompts

Method 2 – Reset Password in Maranatha Email Account
1. Log into your school email – http://mail.maranatha.vic.edu.au
2. Select ‘Options’
3. Press ‘Change Password’
4. Change your password

Method 3 – Register for Password Reset (best for secondary/BYOD students)
1. Log into http://id.maranatha.vic.edu.au with your Maranatha username and password
2. Enter your personal email address for recovery purposes
3. This is where you can reset and change your Maranatha password or recover a forgotten password

Year 5-8 students require at least 8 characters in their password
Year 9-12 students require at least 10 characters in their password
Wi-Fi Registration

The Wi-Fi network you will use at Maranatha with your own device is:

**MCS_BYOD** = this network is used to connect any device that is not the property of Maranatha Christian School

- Once you attempt to connect to the **MCS_BYOD** network it will ask you to enter your Maranatha username and password
- It will then ask you to install a certificate to your device. Please proceed through all the steps when prompted and your device will now be registered and will automatically connect to the **MCS_BYOD** Wi-Fi network


To log into the MCS Portal you’ll need to provide your username followed by @maranatha.vic.edu.au and your password (see picture)

The MCS Portal is the gateway to all Maranatha services, links and information. This website will get you to all the other links and information that’s included in this booklet.
http://student.maranatha.vic.edu.au - SEQTA Student Coneqt
Access and submit all your school work and see your timetables

http://mail.maranatha.vic.edu.au – Student Email
You can email your teacher or they can email you. Other systems will also forward notifications to your email address for your attention.
How to Install Microsoft Office 365 on Your Device

- Log into the MCS Portal on Office 365 - http://portal.maranatha.vic.edu.au

(Please note: the Google Chrome web browser works best with the MCS Portal. Microsoft Internet Explorer has mixed results)

- Click Office 365 in the top left
- Follow the prompts to install office
How to Navigate to the Student Page on the MCS Portal

You could save this page as a bookmark, favourite or shortcut...
How to Print from Your Device

You can upload any Word, Excel, PowerPoint or PDF file for printing. Then you can then release it from any photocopier on your campus.

- On the Student Page click on Print Documents
- Log into the PaperCut page with your username and password

This is your PaperCut printing account.

Maranatha will recharge your account every year by $5. You can purchase more credit in $5 amounts from the bursar.

Click ‘Web Print’ to upload a Word, Excel, PowerPoint or PDF file for printing.

Important Menus

Summary = Your print/credit history to date
Redeem Card = Once you have purchased a recharge card from the bursar, you enter the unique code into here
Change Details = This is where you can retrieve a pin code to use on the photocopiers instead of typing in your username and password
Web Print = This is where you can upload any Word, Excel, PowerPoint or PDF file for printing

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How to Install Sophos Anti-Virus on Your Own Device

You will receive a new message in your school email account with instructions to download and install Sophos Anti-Virus to your Windows or Mac device. If you’re already using an Anti-Virus solution the decision is up to you if you want to download Sophos or not. Maranatha does not require you to use this program. This won’t work with iOS and Android devices.

The Maranatha ICT HelpDesk

You can contact Maranatha’s ICT HelpDesk if you are experiencing technical difficulties. You can reach us via:

- Email - helpdesk@maranatha.vic.edu.au
- Go to the HelpDesk in the Library to meet with a technician
- If a technician is not available at the HelpDesk in the Library, dial 299 on the phone provided