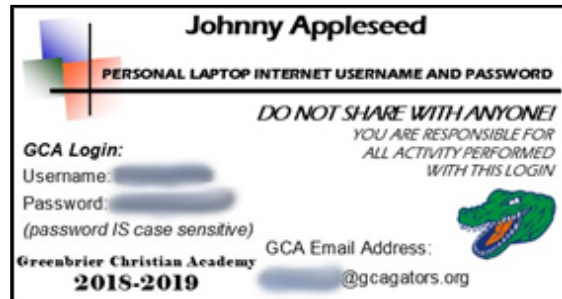


Collegiate Device Registration Information

Registration

- In order to register a device students must have:
 - The GCA Acceptable Use Policy signed by parent and student.
 - A laptop that meets [the full Device Requirements](#).
- Every student is given a card (like the one pictured) with their GCA email, username and password on it.
- ***No one should ever share their password or use someone else's password or device!***



GCA WiFi Access

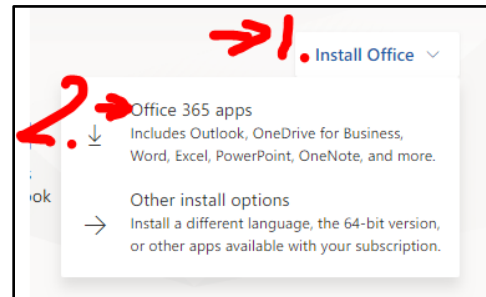
- Students may access GCA WiFi by entering their username and password on their registration card.

Filter Login Page

- Each day students will have to log into the GCA filter in order to use the Internet or any online services. They should use their assigned username and password.

Microsoft Office 365

- Microsoft Office is available to all students in Collegiate Academy at no extra cost.
- Students must download and install the full desktop version of the Office 365 applications.
- DIRECTIONS FOR INSTALLING MICROSOFT OFFICE:
 - ****NOTE: due to the large download, this must be done at home.****
 - Go to <https://portal.office.com>
 - Log in with GCA email and password
 - Click "Install Office apps" and then click "Office 365 Apps"
 - Follow instructions to download and install to device.



GCA Email

- Go to <https://gmail.com> and log in with GCA email and password
- Students should check their email every day in order not to miss any GCA communication!

Google Classroom

- Students may access Google Classroom through their email by clicking the "Apps" button at the top-right of their GCA email inbox page or by going to <https://classroom.google.com> and signing in with their GCA email account.

