



2021 Digital Induction - iPad

Please ensure you have read [2021 BYOT Program Overview](#)
Ensure you have installed the apps as per the [App list](#).

Please read and follow the steps below to set up your child's St Peters **password** and **email** before commencing in Year 5 or 6 at St Peters Lutheran College. The connection to WiFi and printer setup will be discussed with the teacher once your child/ren start class.

Section 1 - Student Login and forgotten password reset process

You will have received an email with your child's unique login details. The Student Login ID can be used to login to the College wireless network, the [myStPeters](#) portal site and our Firefly online learning environment, as well as other services.

You do not need to reset the details on existing students if the password is known and operational for your child/ren.

Your child's login account has been linked to the primary parent contact email and mobile number that was supplied at enrolment time.

Please proceed to the Forgotten Password Reset process below in order to set your child's initial password. You should work with your child during the steps below.

Step 1: Navigate using a browser to <http://mystpeters.com>

Step 2: Sign In using the Student LoginID provided above and click Next.

Step 3: Select "I forgot my password" and select Next.

Step 4: Complete the process to "Get back into your account" by entering the text displayed on the screen and select Next.

Step 5: Select the option "I forgot my password" and select Next.

Step 6: Select the Email or mobile phone number method to have the "verification code" sent. You must have access to the mobile or email account in readiness.

Enter the complete mobile number or email account when prompted and select Next.

Step 7: Complete the process to have the verification code sent to your email or mobile and enter the verification code supplied.

Step 8: Ensure that you and your child decide on a complex password together for their LoginID.

Once you have completed all the steps in this email you will end up at www.mystpeters.com (the digital gateway to all College online platforms). This is the final step in this part of the digital induction so the window can simply be shut at this point. Some systems may still be in progress with setup so don't be alarmed if you get any access errors.

Notes:

The password MUST be a minimum of 8 characters and include a capital letter and a number. Passwords that are familiar phrases work well such as "iLove2play".

If you select a password and it does not meet the requirements you will receive an error message informing you. You will be able to re-enter another password that meets the criteria required.

In future should your child forget the password or if the account becomes locked out you can use the same process above to reset or unlock the account.

Section 2 – Email setup

1. Open settings
2. Tap *Passwords and Accounts > Add Account > Microsoft Exchange*
3. Enter the College provided Student LoginID as the email field
*****@stpeters.qld.edu.au (5 digit student number before the @ symbol)
4. Tap 'next'
5. Tap 'sign in'
6. Enter the password you set with your child and select Sign In.
7. The student account is now linked to the College provided Exchange email system and ready for use. Select to Sync Mail and other items to the iPad such as Calendars.

If you would like to test everything is setup then send an email from the device to your parent email address. Once you receive the email, reply and ensure that the email shows up back in the Inbox.

Section 3 – How to ask for help

If you experience any technology related problems prior to the commencement, please email:
itsupport@stpeters.qld.edu.au with a detailed description of your support request.

Emergencies please telephone our IT Helpdesk Staff on 3377 6253.

Office hours are 7:30am - 4:00pm Monday to Friday.