

Google Workspace for Education and Adobe Consent Instructions

Welcome to Saanich Schools and the Saanich International Student Program (SISP). While in SISP and Saanich you will be using Google Workspace for Education. Consent is required to gain access. Google Workspace for Education Fundamentals offers staff and students access to a free suite of easy-to-use tools that provide a flexible and secure foundation for learning, collaboration, and communication. You can self-consent for your District Google account. Please complete the following prior to arrival.

Saanich School District username and password instructions:

Username

Your username is your student email address and is in this format: studentnumber@saanichlearns.ca.

How do you know what your student number is?

Your student number was provided by email. It will also be on your time table from your assigned school (Claremont, Parkland, or Stelly's) which you will receive on August 30, 2024 at orientation. If you are having difficulty, there will be time to consent to your Google account when you attend orientation on August 30, 2024.

Password

1. All students have the same default password pattern.
2. Your password consists of three components:
 - The day of your birth with no leading zeros
 - The letters "st" in lowercase letters
 - The last three (3) digits of your student number

FOR EXAMPLE:

A student born on July 9, 2014 with a student number of 1234012 would have a password of 9st012.

You should change your password once your account has been activated.

Complete these steps:

Ensure you are using the Google Chrome web browser

1. Remember to go to <https://login.saanichschools.ca/adfs/portal/updatepassword/> and update your password **BEFORE** moving to the Google consent steps.
2. Go to <https://consent.saanichschools.ca/google/>
3. Read through all the information provided, then scroll to the bottom of the page where you're asked for a username, password, and to consent.
4. Enter your username and password.
5. Select "Yes, I consent" in the Google Workspace for Education field.
6. Click Submit.
7. Wait 15 minutes for the District Google account to be created.
8. Sign into your Saanich School District Google Account at <https://drive.google.com/>
9. Go to <https://consent.saanichschools.ca/adobe>
10. Complete the same consent process for Adobe, but no need to sign into Adobe after.

Student Password Changes

If you want to change your password AFTER your Google consent has been completed, remember to wait a minimum of 15 minutes and successfully login to Google first.

1. Go to <https://login.saanichschools.ca/adfs/portal/updatepassword/>
2. Enter your old password and a new password twice.

A staff member of your assigned school can reset your password if required. Speak to a school staff member if you run into this problem after you arrive in Saanich and attend school.