



Logging On to Access Lessons

Gateway

To logon to the Gateway as a student:

Go to www.stjohns-es.org

- Click on the Gateway tab on the top left



- Enter the student username. Student usernames are in the form of FirstNameLastName. International students will use EnglishFirstNameLastName. The username is not case sensitive. Example: John Smith username would be JohnSmith.

Gateway Login

Please provide your username and password to log in:

Username

Password

Login

[Forgot Username or Password](#)

- Enter the password. The passwords are in the format Sjes#### , where #### is the student's St John's ID. For instance, John Smith's St John's Id is 0400, so his password is Sjes0400. Once you have logged on you will see your classes as well as useful links. To get to your class webpage, click on the link:

MY CLASSES

[Enrichment Classes - 2nd Grade](#)

[Library](#) [Library](#)

[Mrs. Tammala Meng](#) 2 13



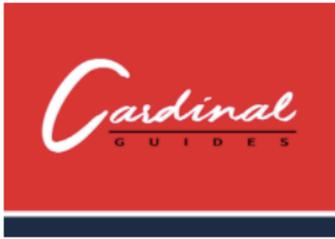
Scroll down the page to get to other links

To log on to your Microsoft 365 Account

- Click on the blue mail icon, the web address is: <https://login.microsoftonline.com>

ACADEMIC LINKS

CARDINAL GUIDES



OFFICE 365



DISCOVERY EDUCATION



The student M365 username is their email address. It is in the form: `FirstNameLastName@stjohns-es.org`. International Students email will be in the form: `EnglishFirstNameLastName@stjohns-es.org`

For example: `JohnSmith@stjohns-es.org`

Enter the password. The passwords are in the format `Sjes####`, where `####` is the student's St John's ID. For instance John Smith's St John's Id is 0400, so his password is `Sjes0400`. This will give you access to all of M365 licensed apps.

You may download the apps to your computer or you may work online.

- To do this, click on the initials on the top left, then select "My Account":



- Click “Install Office”. You will see that you can do this for up to 5 devices. Follow the instructions to install to your device.

My account

Office apps & devices

You can install Office on up to 5 PCs or Macs, 5 tablets, and 5 smartphones.

[Install Office](#)

[View apps & devices](#)

To Access Microsoft 365 apps online, click on the waffle:

My account

My account

Office

- If you are using a school chromebook, to access M365 you will need to use the web browser to access the Teams site. It is recommended to log onto the gateway, click the outlook icon and then bookmark the site. Then, after you log on, click the waffles. You will see the Teams app. You can access your team there.

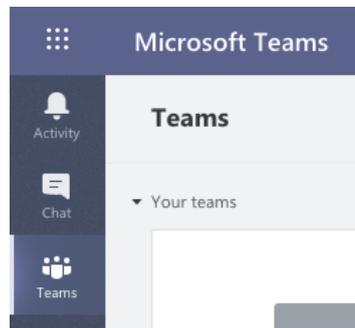


You will then see all the available apps:

- Outlook is your email
- Onedrive is where your files will be stored
- Word is for creating creating word documents
- Excel is for spread sheets
- Sway and Power point are to create presentations
- Forms will help you create surveys and complete quizzes
- **Teams is the site we will be using to teach online**

Access Teams and download the app (if you didn't previously install all the applications).

- Click on the Teams icon:

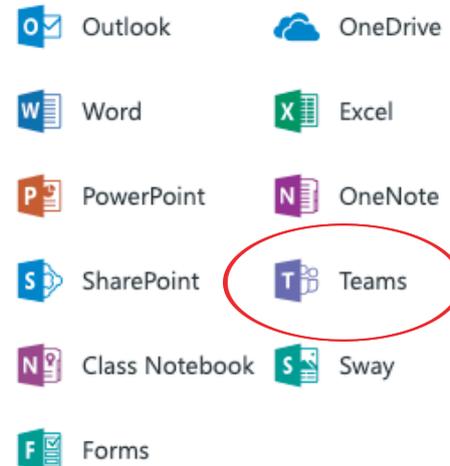


This will give you access to your active Teams. If you wish to download the app click the bottom icon that looks like a TV and follow the directions to install it.

- On this view you can access Chat (only under teacher supervision)
- Look at assignments
- Check your calendar
- Call the teacher for help
- Access files related to this Team



Apps



All apps →

