

Middle Division Student Technology Cheat Sheet

How do I get started?

Watch [this short video](#) in which Mrs. Hardy walks you through accessing Gateway, accessing your school email account, logging on to Microsoft Teams and much more.

What is my Microsoft email address?

Username: [Firstnamelastname@stjohns-es.org](#) (not case sensitive, American name)
Password: Sjes#### (#### is your 4 digit student ID number)

What is my Google login address?

Username: [Firstnamelastname@sjesms.org](#) (not case sensitive, American name)
Password: Sjes#### (#### is your 4 digit student ids)

How do I logon to the Gateway to check my assignments?

Go to www.stjohns-es.org

Click on gateway on the top right

Username: FirstNameLastName

Password: firstnamelastname#### (#### is your 4 digit student ID number)

****all lower case for username and password; if that doesn't work, try capitalizing first letter of each name on both username and password****

How do I login to Office 365?

Type in Office 365 into a search engine and then click "sign into my account"

Username: [firstnamelastname@stjohns-es.org](#) (same as school email)

Password: Sjes#### (#### is your 4 digit student identification number)

How do I get to Teams from Office 365?

Go to the icon that reads "Teams"

This will open the web version of Teams

What if I want the Teams application?

You can download it to your device from your Office 365 account. Watch [this video](#) from the 2:10 minute mark. If you require further assistance, please contact Mrs. Hardy or Mr. Shohdy for help at Tl@stjohns-es.org.

How do I log into Achieve?

Login to the Gateway and scroll down to find the Achieve icon then click on it and you will be taken to your Achieve page.