WAC Student Email Migration- Student Guide

The purpose of this document is to inform students about the changes that have recently occurred to their College google account

**** PLEASE READ THIS DOCUMENT CAREFULLY ****

What has changed?

All WAC students in Years 9 to 12 used to have an email address in the form of @studentmail.wac.nsw.edu.au

So for example, if your name is John Smith your email address would previously have been

johnsmith@studentmail.wac.nsw.edu.au

> As of the start of Term 3 2018, **@studentmail.wac.nsw.edu.au** accounts have been moved to **@student.wac.nsw.edu.au** accounts

Using the previous example of a student named John Smith, their email address would now be

johnsmith@student.wac.nsw.edu.au

What has happened to all my emails and other data?

In addition to email, all data associated with the accounts (such as Google Drive files) have been moved to the new @student.wac.nsw.edu.au accounts.

All major College systems (including Edumate, Canvas and the Library system) have been updated to have the new email addresses

How do I access my new @student.wac.nsw.edu.au account?

You access your account exactly the same way as you always have- the ONLY thing that has changed, is that for anywhere that you use your College email address you will need to use your new @student.wac.nsw.edu.au address

**** NOTE: YOUR PASSWORD HAS NOT CHANGED ****

For most College systems, you will still use the Student Cloud site as your starting point https://student.wac.nsw.edu.au and log in using your College username and password (NOT your full email address)

Once logged in to the student cloud, you can access your email and associated Google account by following these steps:

1. Click on the Gmail link
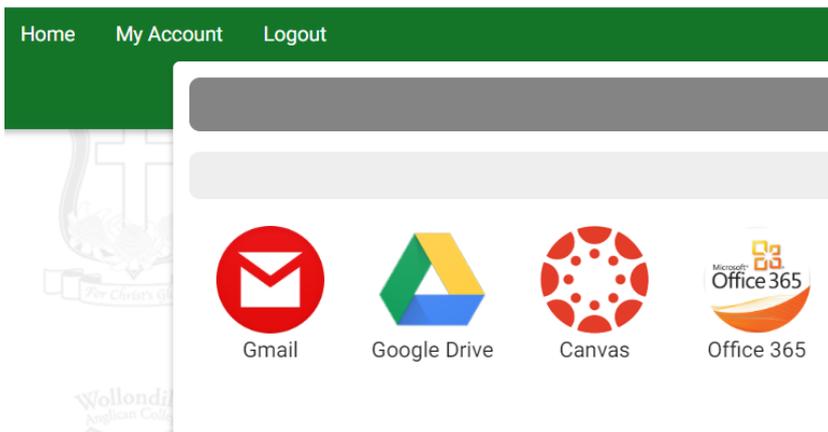
2. Enter your FULL College email address (which is now @student.wac.nsw.edu.au)
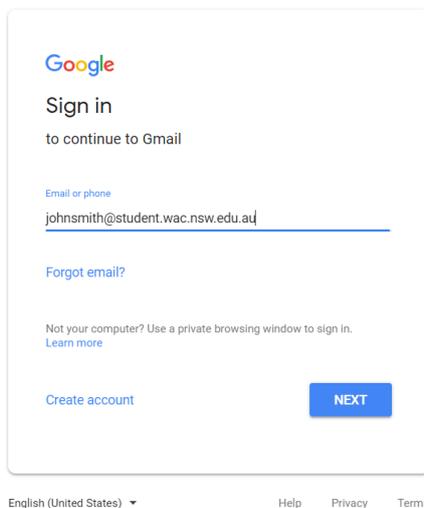
You will then be logged in to your new @student.wac.nsw.edu.au email account.

All of your emails from your old @studentmail.wac.nsw.edu.au account will be there, and the other data associated with your old account should also be there

Is there anything else I need to do?

You will need to make sure people that want to contact you via email know to use your new address.

It is also your responsibility to update / change anything that is setup to use your old @studentmail.wac.nsw.edu.au address. Some examples of things you might need to update are website subscriptions, programs and web-based services. There may be some other minor things you will need to change/update- these will be communicated with you via email and Canvas announcement.

What about my old @studentmail.wac.nsw.edu.au account?

By default, you will no longer be able to access your old @studentmail.wac.nsw.edu.au account.

**** NOTE: THE OLD @STUDENTMAIL.WAC.NSW.EDU.AU ACCOUNTS HAVE <u>NOT</u> BEEN DELETED, AND ALL EMAILS AND DATA ASSOCIATED WITH THEM IS UNTOUCHED ****

We will be leaving these old accounts 'as is' for the remainder of the year. Early in 2019 these accounts will be deactivated. If for some reason you need to access your old @studentmail.wac.nsw.edu.au account, you can request this. Access will not be given without a good reason, and is granted at the discretion of the College.

If after reading this guide you have any questions or concerns relating to the change in email account, please inform your year advisor who will contact the College IT department on your behalf.