

# ACCESSING SCHOOL SERVICES FROM HOME

- Myschool
- School Files
- Google Classroom & Drive

# Accessing and Using MySchool: - outside school or on a guest device in school

## Logging In Outside of School/BYOD

- Open your web browser
- Go to [www.c2kschools.net](http://www.c2kschools.net)
- Log in to MY-SCHOOL using your C2k Username and Password

Your MY-SCHOOL will be loaded.

From the launch pad, click  
**Office 365**



## Accessing Email (Outlook Web Access)

From the launch pad,  
click **view all**



Click  
**Continue to  
Sign in**

## Sign In

adfs.c2kschools.net

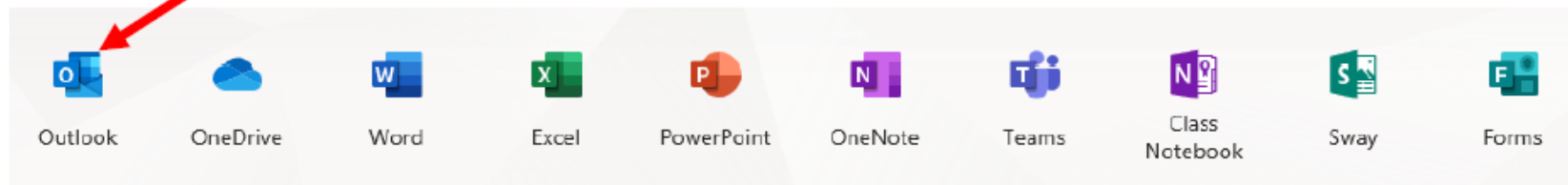
The site that you are accessing requires you to sign in. Select your organization from the following list.

adfs.c2kschools.net

Continue to Sign In

## Accessing and Using MySchool: - outside school or on a guest device in school

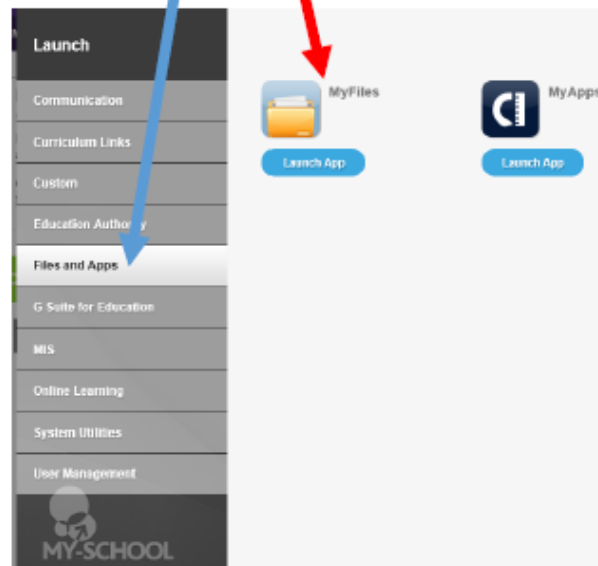
Choose which application you want  
to use by clicking on icon .....



# Accessing Files and G Suite

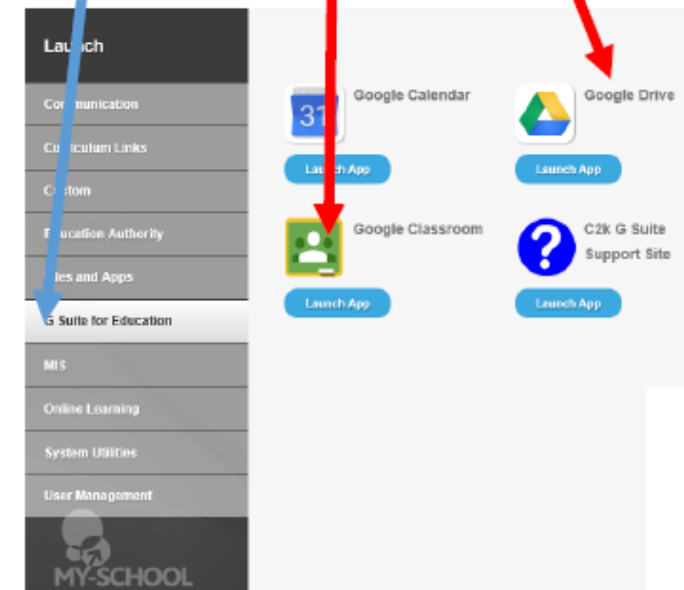
Saved documents can be accessed by clicking on:

1. Files and Apps
2. My Files



Google Drive & Classroom can be accessed by clicking on:

1. G Suite for Education
2. Google Classroom or Drive

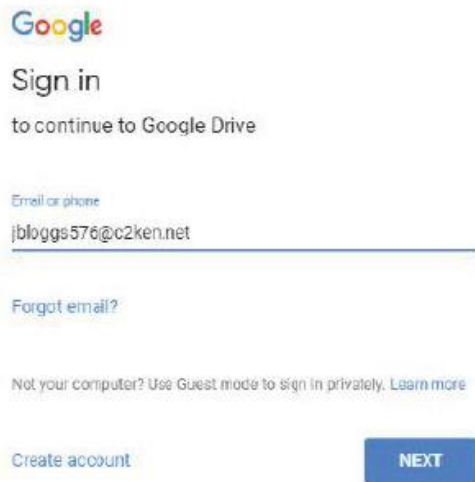


# USING GOOGLE CLASSROOM

you must use login details in the format:  
jbloggs245@c2ken.net

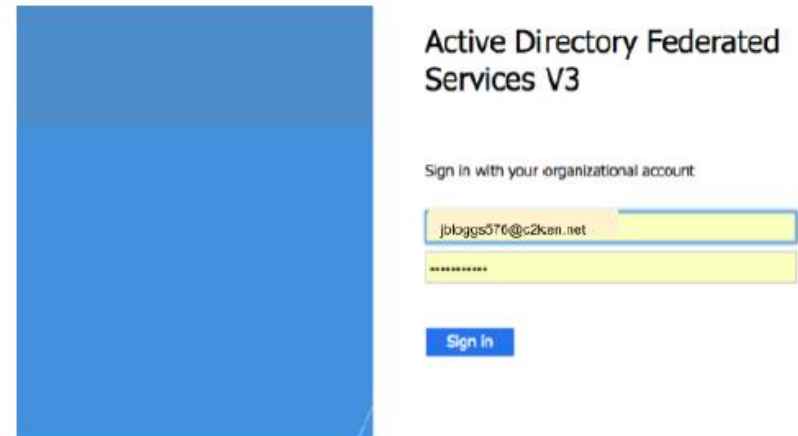
## Accessing Google Apps Using C2K Account (DESKTOP Version)

1. To access Google Apps and Services from home, log in to Google with your c2k email address:  
[c2kusername@c2ken.net](mailto:c2kusername@c2ken.net)



The screenshot shows the Google sign-in page. At the top is the Google logo. Below it is the text "Sign in" and "to continue to Google Drive". There is a text input field labeled "Email or phone" containing the email address "jbloggs576@c2ken.net". Below the input field are links for "Forgot email?" and "Not your computer? Use Guest mode to sign in privately. Learn more". At the bottom left is a link for "Create account" and at the bottom right is a blue button labeled "NEXT".

2. On the next screen enter your full school email address and your c2k password:



The screenshot shows the "Active Directory Federated Services V3" sign-in page. It features a blue header and a blue background. The text "Sign in with your organizational account" is displayed above two input fields. The first input field contains the email address "jbloggs576@c2ken.net" and the second field contains a masked password "\*\*\*\*\*". A blue "Sign in" button is located below the input fields.

From there you are then signed into Google and can use apps such as Drive and Classroom

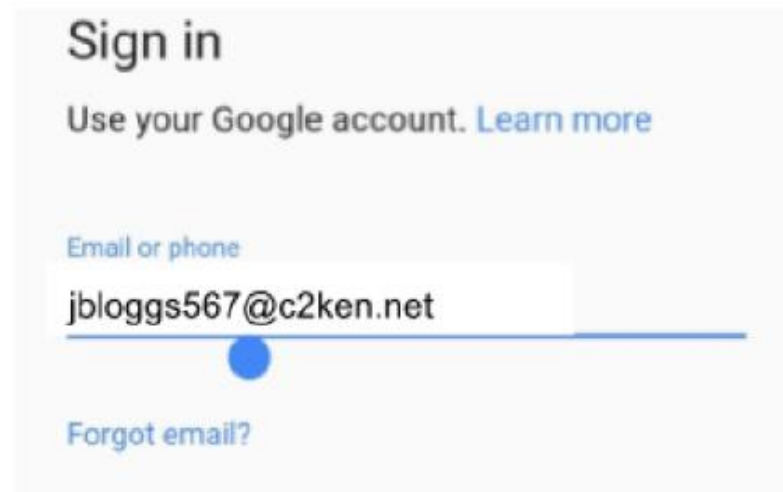
# Accessing Google Classroom

Accessing Google Apps Using C2K Account (MOBILE Version)

1. Download **Google Classroom** from the App/Play Store on your personal device



2. Add a new account and type in your **school email address** when prompted ([c2kusername@c2ken.net](mailto:c2kusername@c2ken.net))



# Accessing Google Classroom

Accessing Google Apps Using C2K Account (MOBILE Version)

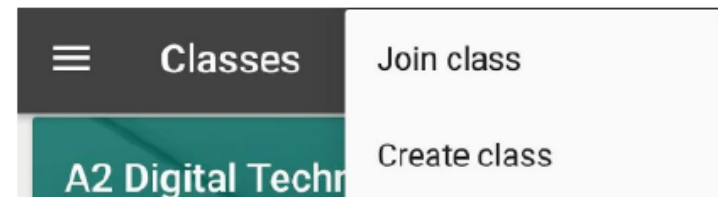
3. Type your **school email address** and **password** on the “Active Directory Federated Services” screen.

Active Directory Federated  
Services V3

Sign in with your organizational account

Sign in

4. You should now see any courses you are already enrolled on. To join more courses in the future you can click on the “+” icon.



5. You should now download **Google Drive** from the App/Play Store as some documents posted on Google Classroom may need this app in order to be opened. You will need to sign in using your school account by following the same instructions as above.

