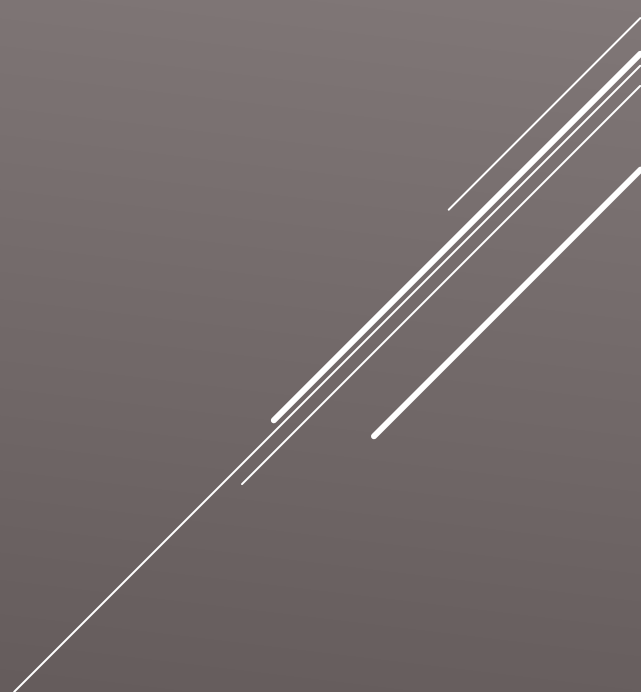


# IT-INTRO

WELCOME TO IT-INTRO



# IT-INTRO

- ▶ Password
  - ▶ SMS-service
  - ▶ WiFi
  - ▶ Lectio
  - ▶ Website for Students
  - ▶ WebPrint
  - ▶ Office 365
- 

# GO TO WEBSITE

Connect to the network "**BG Open**"

Go to website:

<https://student.birke-gym.dk>

Press: IT guides -> IT intro slideshow

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

# PASSWORD

Go to website:

<https://ums.birke-gym.dk>

**BIRKERØD GYMNASIUM**  
HF, IB & Boarding School

UMS Dansk

**Brugernavn**

**Adgangskode**

**Log ind**

**Skift adgangskode**

# PASSWORD

Website:

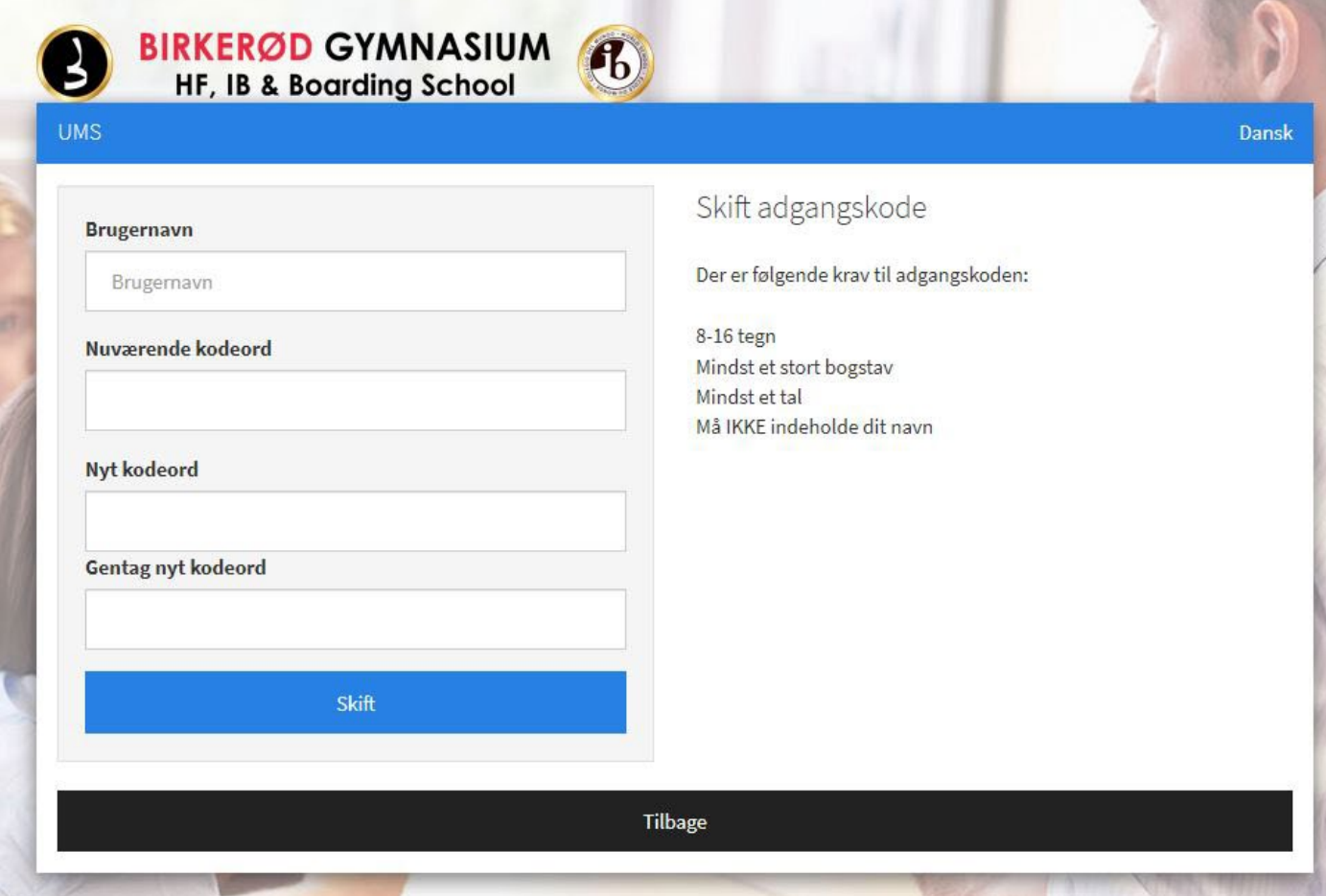
<https://ums.birke-gym.dk>

Type in your **Lectio username** under username.

Type **Birke123** under current password

Type your new password twice, **please notice the password requirements.**

Press **change/blue button.**



The screenshot shows the UMS (User Management System) interface for Birkerød Gymnasium. The page title is "Skift adgangskode" (Change password). The header includes the school's logo and name: "BIRKERØD GYMNASIUM HF, IB & Boarding School". The page is in Danish ("Dansk").

The form contains the following fields and buttons:

- Brugernavn** (Username): A text input field with the placeholder "Brugernavn".
- Nuværende kodeord** (Current password): A text input field.
- Nyt kodeord** (New password): A text input field.
- Gentag nyt kodeord** (Repeat new password): A text input field.
- Skift** (Change): A blue button.

On the right side, the requirements for the new password are listed:

- Der er følgende krav til adgangskoden:
- 8-16 tegn
- Mindst et stort bogstav
- Mindst et tal
- Må IKKE indeholde dit navn

At the bottom of the page, there is a "Tilbage" (Back) button.

# SMS-SERVICE

Go to website:

<http://ums.birke-gym.dk>

Receive information about cancelled classes, schedule changes and other important information from the school.

Sign-up guide is available at [student.birke-gym.dk](http://student.birke-gym.dk)

The screenshot shows the homepage of the Birkerød Gymnasium SMS service. At the top, there is a header with the school's logo on the left, the text "BIRKERØD GYMNASIUM HF, IB & Boarding School" in the center, and another logo with the text "Birkerød Gymnasium Søndervangen 56" on the right. Below the header is a green banner with the text "Velkommen sms" and "UMS. Vælg en af de tilgængelige funktioner, eller start en søgning." Below the banner is a search bar with the placeholder text "Indtast søgekriterie" and a dropdown menu set to "Alt". To the right of the search bar is an orange button labeled "Søg". Below the search bar is a section titled "Dine funktioner" with two buttons: "Dine oplysninger" (Check/vedligehold dine oplysninger) and "SMS Abonnement" (Her kan du tilmelde dig forskellige SMS-services).

# WIFI

Connect to the network "**Students**"

The network Students requires a certificate. The certificate needs to be accepted before connection can be established.

**Click *connect* or *yes* when you are asked if you want to connect.**

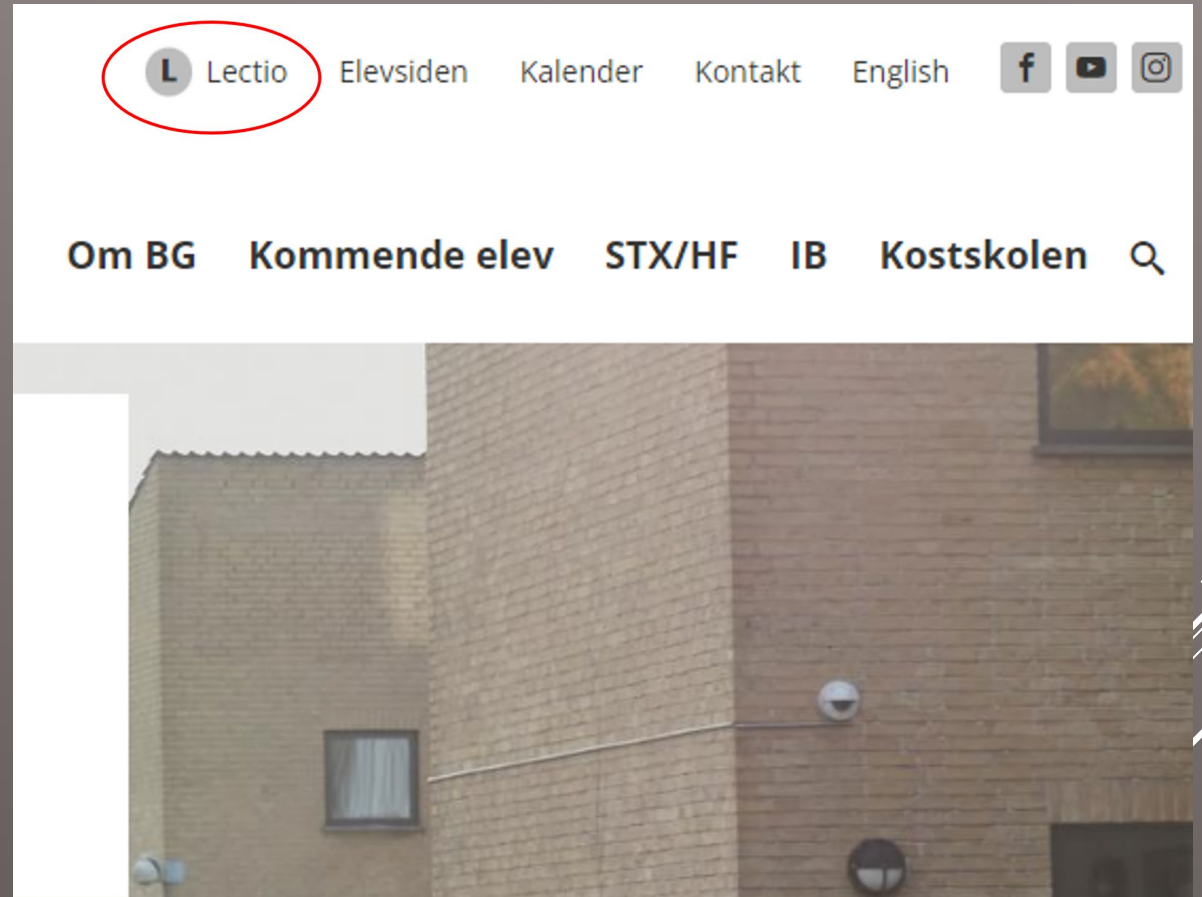


# LECTIO

Student administration system

You can find a Link for Lectio on Birkerød Gymnasiums website

[www.birke-gym.dk](http://www.birke-gym.dk)





# WEBSITE FOR STUDENTS

Useful IT guides for students at the school.

Knowledge about:

- ▶ Webprint (how to print)
- ▶ Sign up for sms service
- ▶ Associate your studentcard with the printers

[student.birke-gym.dk](http://student.birke-gym.dk)



# WEBPRINT

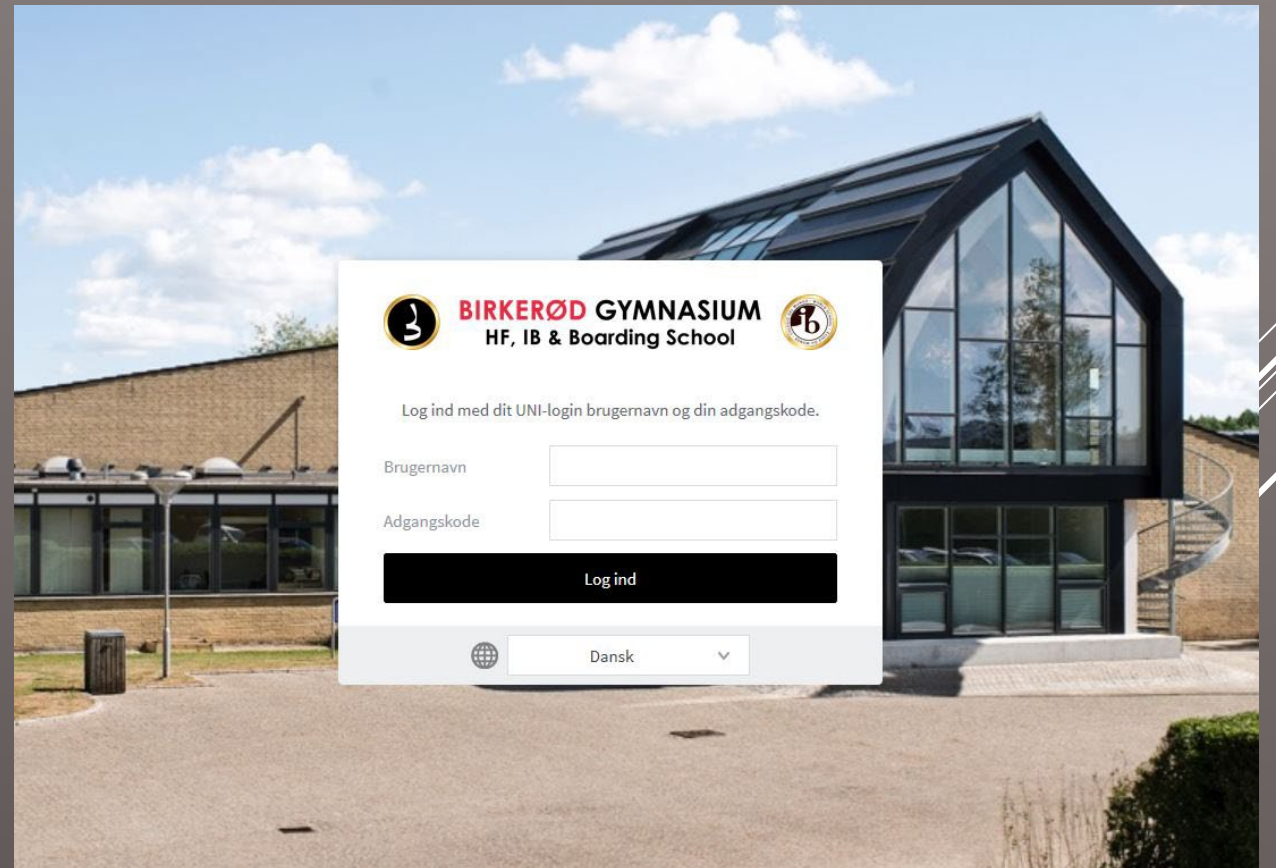
What is webprint?

Go to website:

<http://10.3.0.209:9191>

Find guides on how to print and associate your student card with the printer system at

[student.birke-gym.dk](http://student.birke-gym.dk)



# OFFICE 365

While you are a student at BG you will get the office package for free.

If you wish to download the package go to website: <http://portal.office.com>

Login with:

E-mail: **"Lectiusername"@stud.birke-gym.dk**

**Password: *personal password***

Example on username:

dani634j@stud.birke-gym.dk

