

# IT-intro

Welcome to IT-intro

 **BIRKERØD GYMNASIUM**  
STX HF IB & KOSTSKOLE



# IT-intro

1. Password
2. SMS-service
3. WIFI
4. Lectio
5. Website for Students
6. WebPrint
8. Office 365

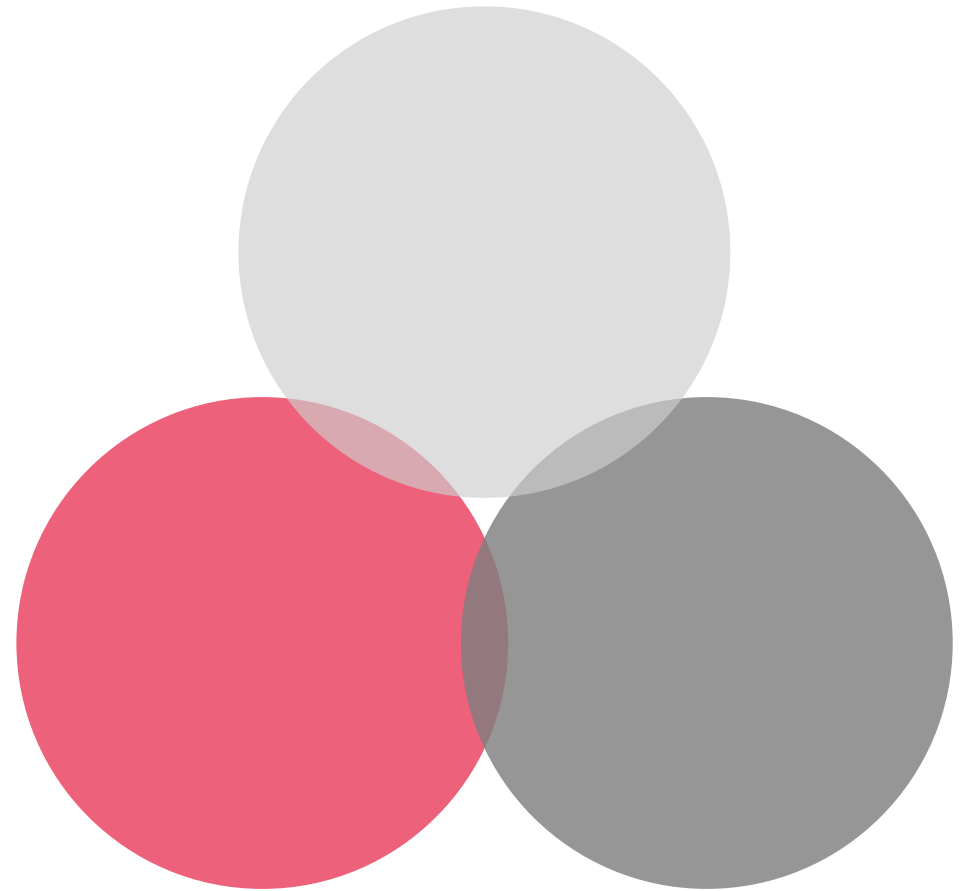
# CONNECT TO WIFI

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

Go to:

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

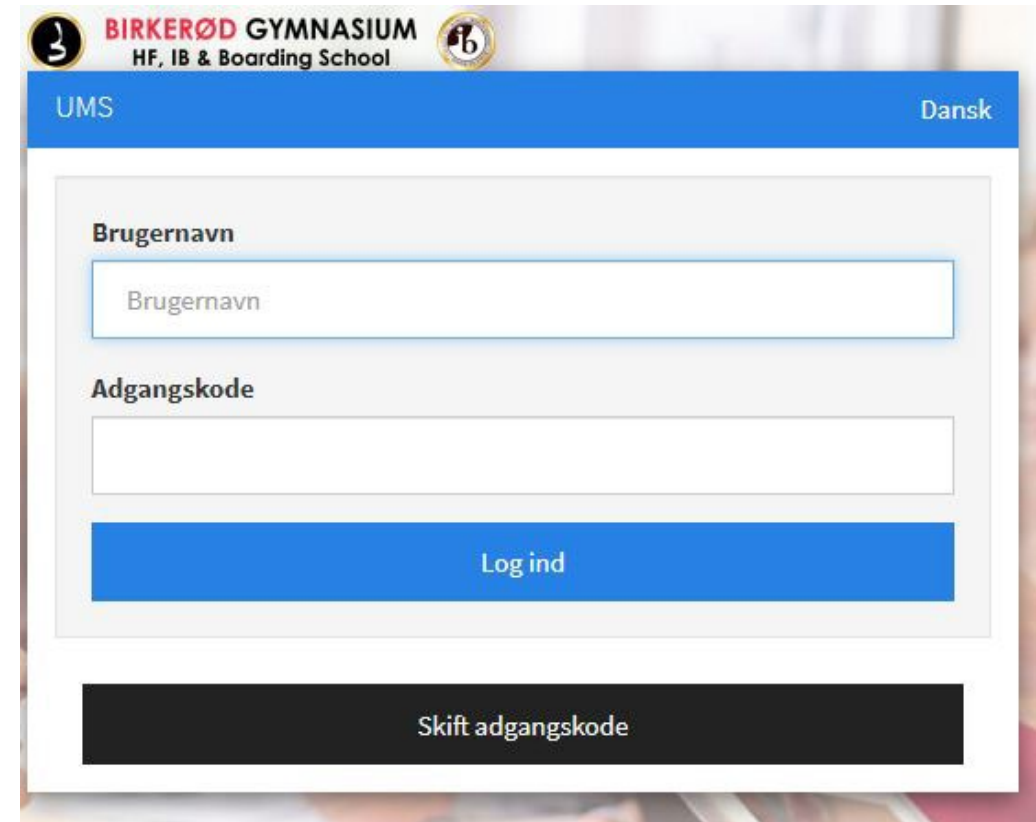
Press: IT guides -> IT intro slideshow



# PASSWORD

Go to:

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



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

UMS Dansk

**Brugernavn**

**Adgangskode**

**Log ind**

**Skift adgangskode**

# PASSWORD

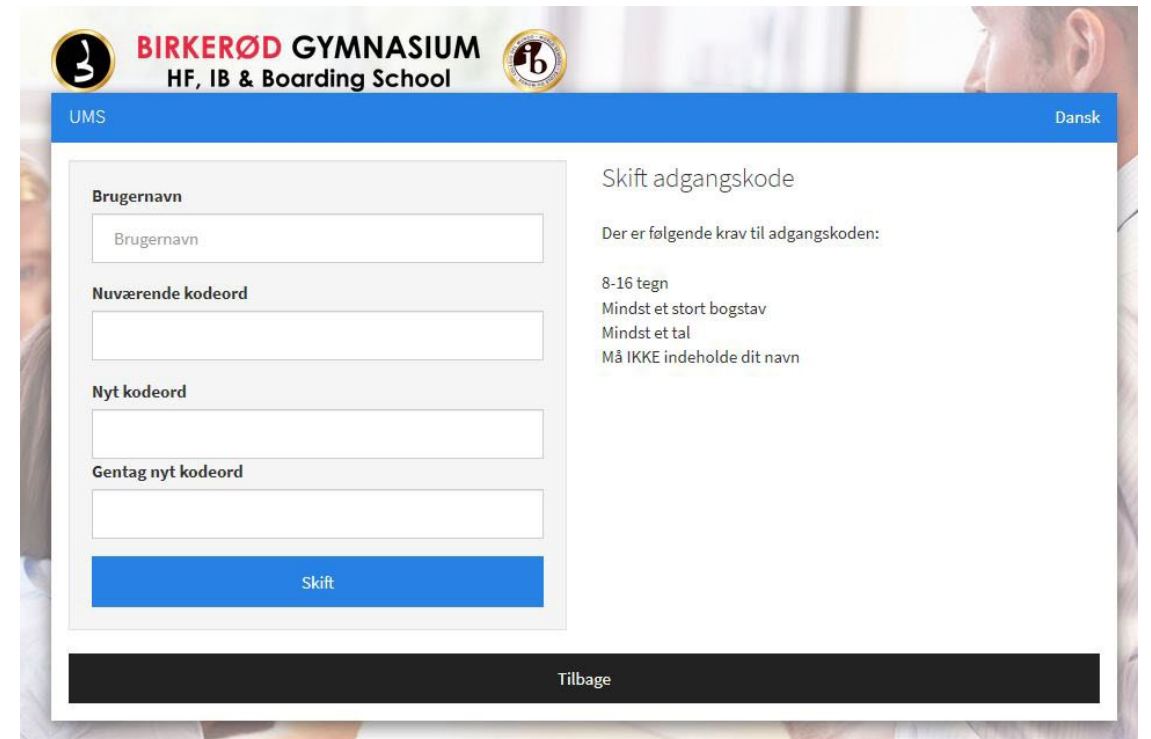
Website: <https://ums.birke-gym.dk>

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 'Skift adgangskode' (Change password) page on the UMS website. The page header includes the Birkerød Gymnasium logo and the text 'BIRKERØD GYMNASIUM HF, IB & Boarding School'. The page is in Danish, as indicated by the 'Dansk' language selector in the top right corner. The main content area contains a form with four input fields: 'Brugernavn' (Username), 'Nuværende kodeord' (Current password), 'Nyt kodeord' (New password), and 'Gentag nyt kodeord' (Repeat new password). A blue 'Skift' (Change) button is located below the form. To the right of the form, there are password requirements: 'Der er følgende krav til adgangskoden:' (The following requirements apply to the password:), '8-16 tegn' (8-16 characters), 'Mindst et stort bogstav' (At least one uppercase letter), 'Mindst et tal' (At least one number), and 'Må IKKE indeholde dit navn' (Must NOT contain your name). A 'Tilbage' (Back) button is located at the bottom right of the page.

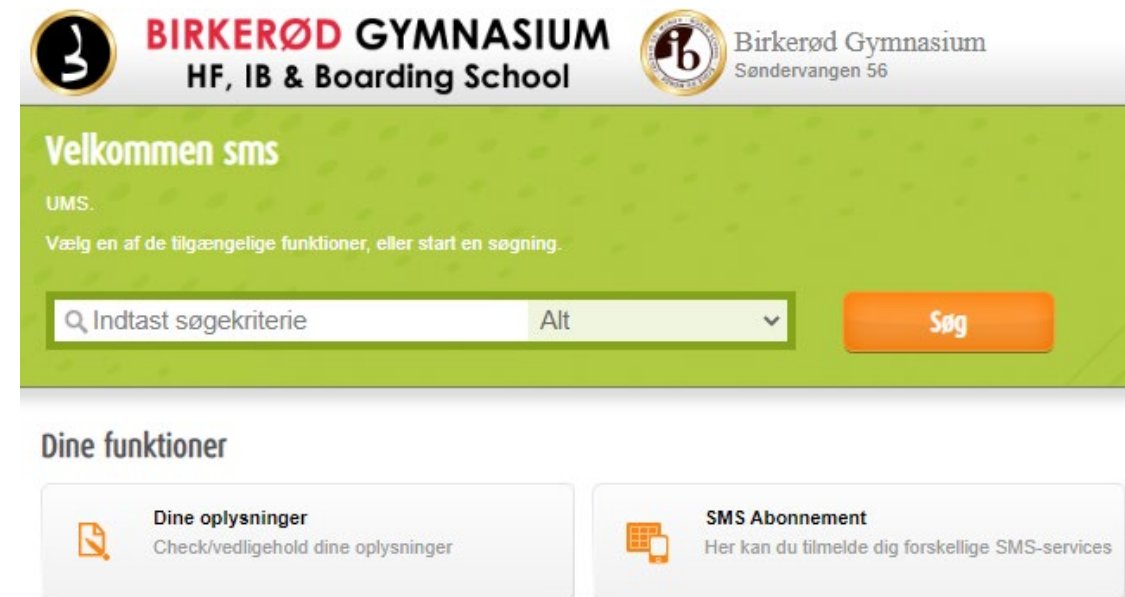
# SMS-SERVICE

Go to:

<https://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](https://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 and name: "BIRKERØD GYMNASIUM HF, IB & Boarding School" and "Birkerød Gymnasium Søndervangen 56". Below the header, the main content area has a green background with the text "Velkommen sms" and "UMS. Vælg en af de tilgængelige funktioner, eller start en søgning.". There is a search bar with the placeholder text "Indtast søgekriterie" and a dropdown menu with "Alt" selected. To the right of the search bar is an orange "Søg" button. Below the search bar, there 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.**

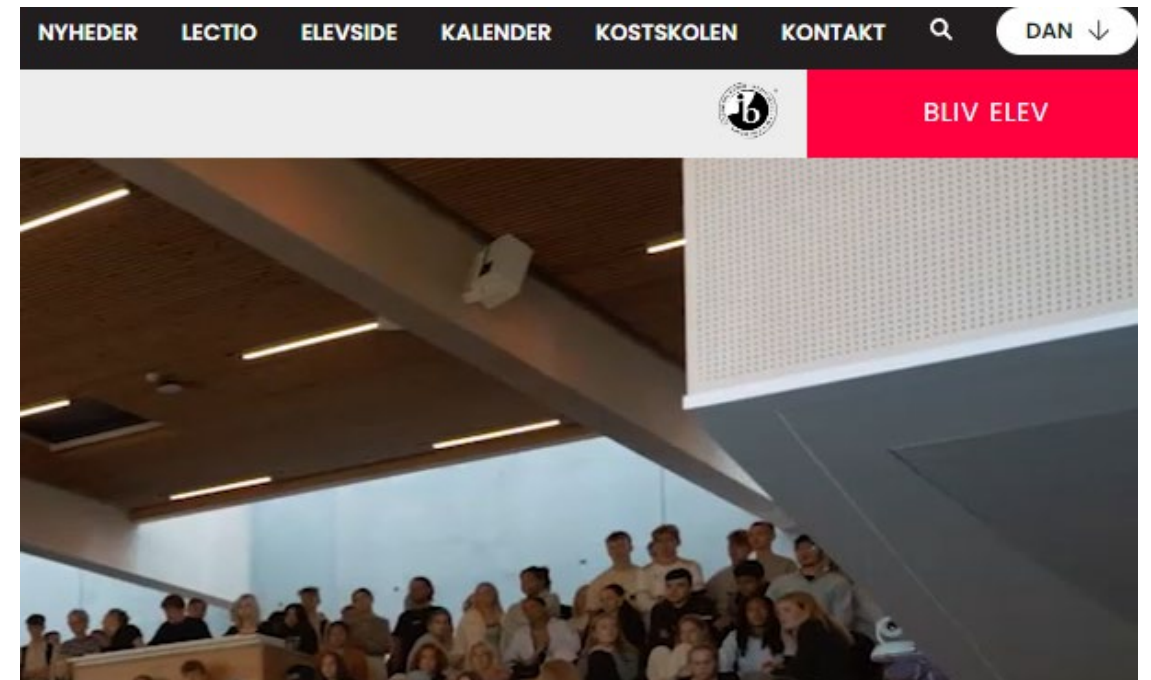


# LECTIO

Student administration system

You can find the link for Lectio at the Birkerød Gymnasium website

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





# WEBSITE FOR STUDENTS

Useful IT guides for students.

Info 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)

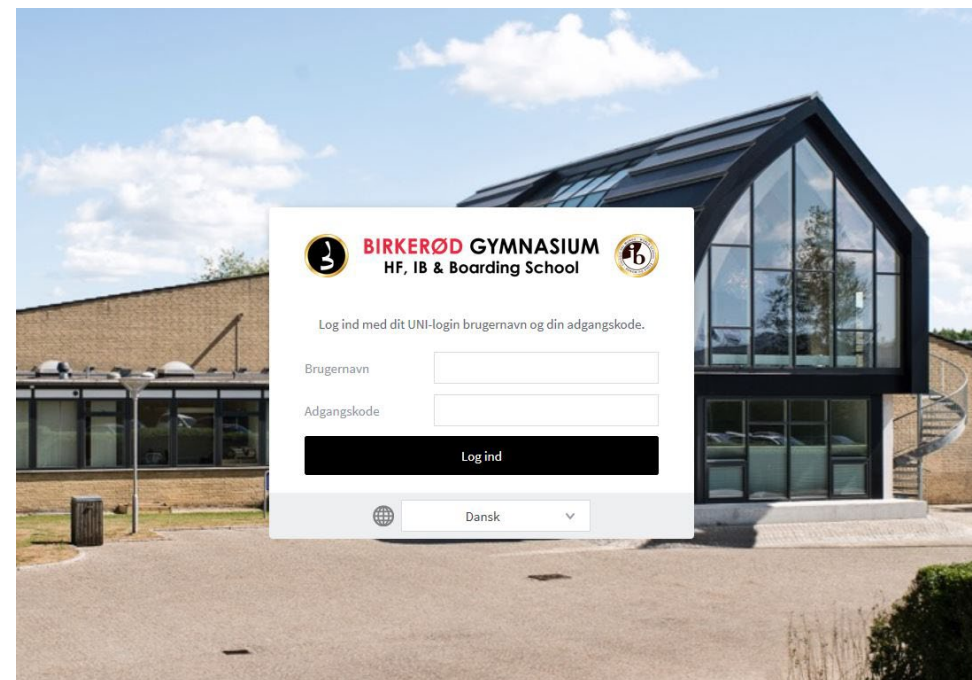


# WEBPRINT

What is webprint?

Go to: <http://10.3.0.209:9191>

Find guides on how to print and associate your student card with the printing system at [student.birke-gym.dk](http://student.birke-gym.dk)



# OFFICE 365

While you're a student at BG you will have free access to Office 365.

If you wish to download the programs go to:  
<https://portal.office.com>

Login with:

**E-mail:** "Lectiousername"@birke-gym.dk

**Password:** personal password

Example on username:

dani634j@birke-gym.dk

