This help-guide will guide you through the process of accessing the Grand Avenue State School's "Student SharePoint site". The SharePoint site will allow students to access their year level "Document Library" and their "OneNote - Class Notebook".

This help-guide is applicable to users with a Windows device (Windows 8, Windows 10)

1. Open a compatible we browser (e.g. Internet Explorer, safari, Google Chrome, or Firefox)
2. Select the link below corresponding to your year level:

   - Prep – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Prep.aspx
   - Year 1 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-1.aspx
   - Year 2 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-2.aspx
   - Year 3 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-3.aspx
   - Year 4 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-4.aspx
   - Year 5 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-5.aspx
   - Year 6 – Student Team-Site - https://qedu.sharepoint.com/sites/1674/students/SitePages/Year-6.aspx

3. This will take you to the Managed Internet Services (MIS) login page as per below.
4. Log in by:
   - Entering your username/MIS ID (do not enter your full email address - i.e. **Do not include @eq.edu.au**)
   - Entering your password (your typing will be hidden for security)
   - Accept the conditions of use and privacy statement by clicking 'I agree'
   - Clicking on 'Sign in'
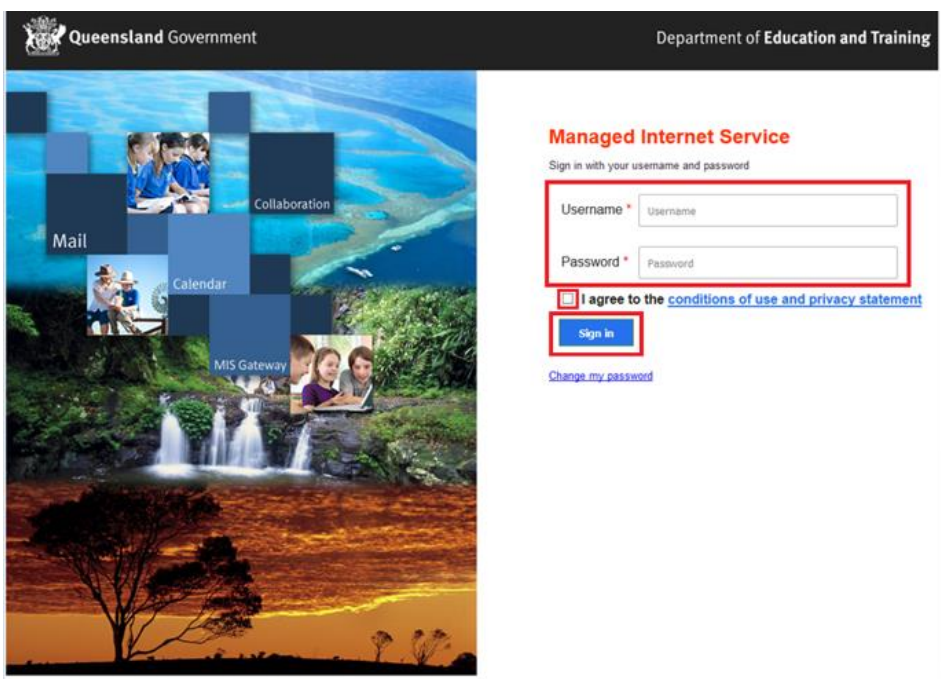
5. If you are unable to sign in (e.g. Incorrect password, Account lockout or Account disabled) Please contact your classroom teacher.

6. You will be taken to your year level SharePoint Team-Site.
Note: In this example, the "Year 1 Student Team-Site" was selected, your screen might look slightly different if you have gone to a different year level Team-Site.
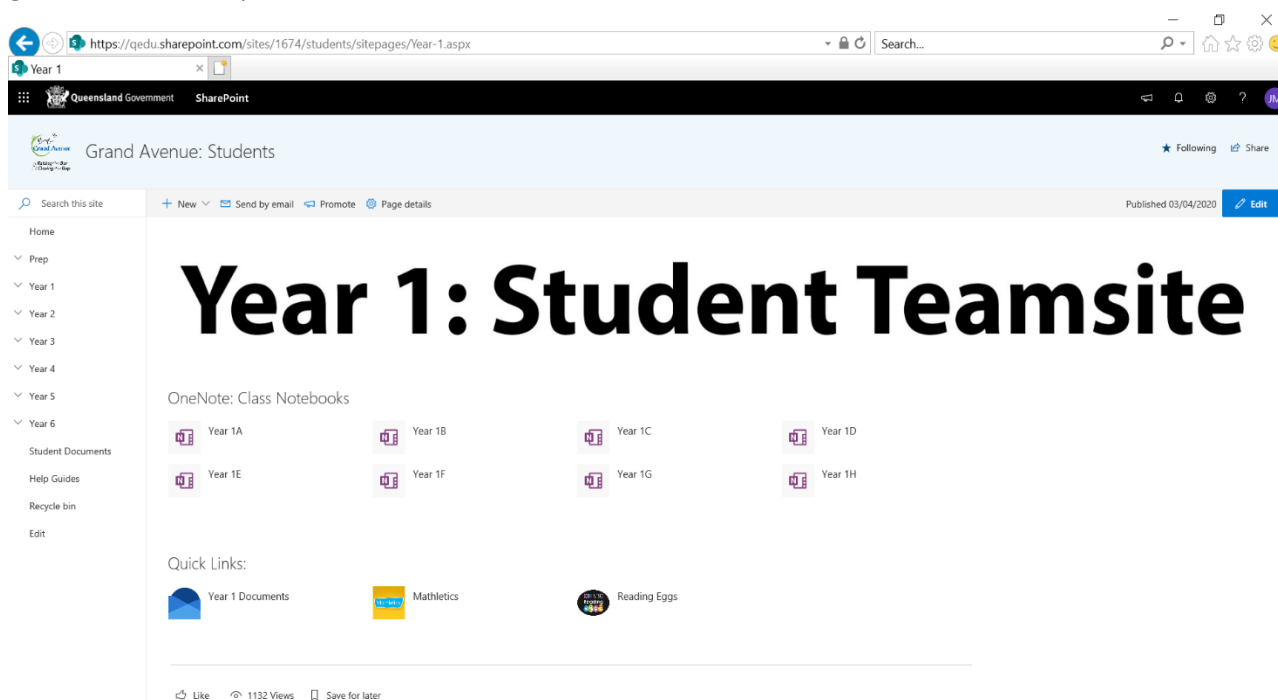
7. At this point, it is a good opportunity to bookmark/save this page.
   - Internet Explorer:
      i. Go to the page you want to bookmark/add to your favourites.
      ii. Click Favorites in the top menu bar then Add to Favorites.
      iii. The Add Favorite dialogue box appears. The title from the web page will be in the name box. Click the Create In button if your dialogue box does show a list.
      iv. Now you have 3 options:
         1. You can click Ok to add to the general list or
         2. Click one of your existing folders then click Ok or
         3. Click New Folder to create a new folder to put the link in – See
   - Google Chrome:
      i. Go to the page you want to bookmark/add to your favourites.
      ii. Click the star on the right edge of the address bar. A bookmark will be automatically created.
      iii. A pop-up box will appear where you can customize the bookmark. You can rename the bookmark and choose which bookmark folder in which to store it.

- FireFox:
  i. Go to the page you want to bookmark/add to your favourites.
  ii. In the toolbar at the top of the screen, click on the Bookmarks menu.
  iii. Click "Bookmark This Page".
  iv. The white star at the end of the address bar will turn gold, and a popup will inform you that the page has been bookmarked.
  v. Type a new name if you'd like and hit Done when you are done.