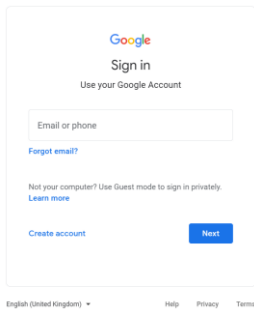


### **Step 1:**

Login at <https://workspace.google.com/dashboard> with your ICON email



Google  
Sign in  
Use your Google Account

Email or phone

[Forgot email?](#)

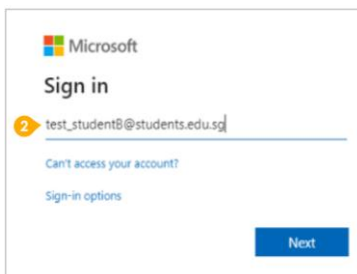
Not your computer? Use Guest mode to sign in privately  
[Learn more](#)

[Create account](#) [Next](#)

English (United Kingdom) Help Privacy Terms

### **Step 2:**

Type in your ICON email again



Microsoft  
Sign in

2 test\_studentb@students.edu.sg

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)

### **Step 3:**

Enter your password



Microsoft  
← test\_studentb@students.edu.sg

Enter password

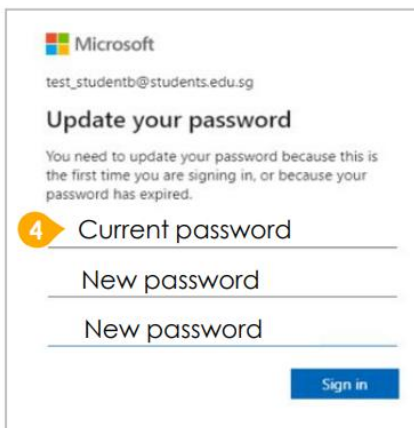
3 .....

[Forgotten my password](#)

[Sign in](#)

### **Step 4:**

You might be asked to change your password.



Microsoft  
test\_studentb@students.edu.sg

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

4 Current password

New password

New password

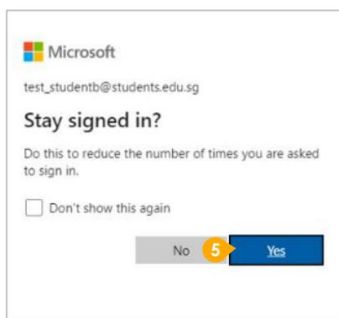
[Sign in](#)

Password must be

1. Must be 8-24 characters long
2. at least 1 lowercase letter(s).
3. at least 1 numeric character(s)
4. at least 1 uppercase letter(s)
5. at least 2 alphabetic character(s)
6. not be one of 3 previous passwords
7. not match or contain first name or last name
8. not match or contain user ID
9. Password expires every 90 (Sec/JC)/360 (Pri) days. Users will be alerted via email 7 days before the expiry date.
10. Maximum of 5 login attempts are allowed.

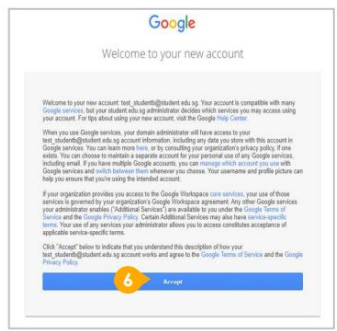
### **Step 5:**

Click Yes if it is your personal device or No if it is a shared device



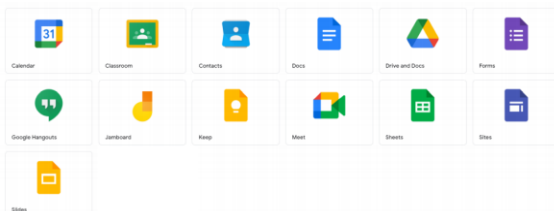
### **Step 6:**

Click Accept



### **Step 7: Complete**

Lower Primary Screen



Upper Primary Screen:

