

Guidelines for setting up school accounts

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Password Management Portal

Note: You can only reset your password when your device has connected to the school network.

You can reset your password on the **Password Management Portal**. The password reset on this portal will be used for the following systems/platforms:

- Email (Office 365)
- School Wi-Fi
- Network folders
- School computer sign-in
- Google Apps (Calendar, Drive)
- iSAMS
- PowerSchool Learning

Please follow the steps below to reset your password:

1. Please make sure you connect to the school network before resetting the password. If you cannot connect, please go to IT Office.
2. Login to <https://account.lpcuwc.edu.hk> by the credentials sent to your personal email.
3. Enter your username (the name of your LPC email address, e.g. peter20) and password, then click **Login** button.

Password Management Portal

Password set on this portal will be synchronized to LPC email, Google Apps, Haiku and school server.

Sign in

User Name:

Password:

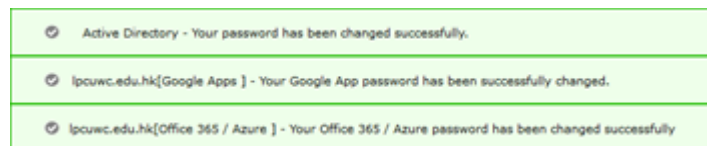
[Forgot Password?](#)

4. Enter the old password and new password for 2 times, then click **Change Password** button.



The screenshot shows a web interface for changing a password. At the top, there is a header with the UWC LPO CHUN logo and a user greeting: "Welcome, student20" with a "Sign Out" link. Below the header is a navigation bar with buttons for "Change Password", "Enrollment", "Applications", and "Mobile Access". The main content area is titled "Change Password" and contains the instruction "Change your current domain password." Below this are three input fields: "Old Password", "New Password", and "Confirm New Password". Underneath the input fields is a list of password requirements: "Minimum length '8'", "Maximum length '16'", "Must contain both upper and lowercase characters", "Minimum number of numerals '1'", and "Must not have 5 consecutive characters from username". At the bottom of the form are two buttons: "Change Password" and "Cancel".

5. If you see the following messages, you have done successfully.

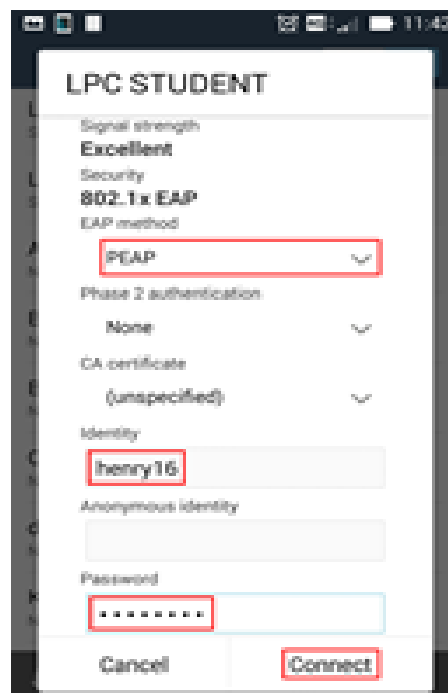


The screenshot shows three green-bordered boxes, each containing a success message with a checkmark icon. The messages are: "Active Directory - Your password has been changed successfully.", "lpcwc.edu.hk[Google Apps] - Your Google App password has been successfully changed.", and "lpcwc.edu.hk[Office 365 / Azure] - Your Office 365 / Azure password has been changed successfully".

Secured Wi-Fi Access

After resetting your password, connect to “LPC STUDENT” Wi-Fi network.

1. On your laptop or mobile phone, select “LPC STUDENT”
2. For Android mobile phone, select **PEAP** for the EAP method
3. Enter your username (the name of your LPC email address, e.g. peter20) and password you set on the Password Management Portal
4. Click on Connect/OK



Email

The LPC email can be accessed by webmail or email applications on your device. Please refer to the following links for instructions.

- Webmail: <http://webmail.lpcuwc.edu.hk>
- [Outlook email setup](#)
- [Set up email in Mac OS X Mail](#)
- [Set up email on Android](#)
- [Set up email on iPhone](#)

iSAMS

iSAMS is a browser-based student management information and administration system that the college is using. Student can check the timetable and attendance through the platform.

- Go to <https://lpcuwc.students.isams.cloud> to access the system
- Click “Sign in via Azure AD authentication”
- Use your school email address and password to sign in (xx@lpcuwc.edu.hk)
- You can also download an App “iStudent App”, and the school code is “LPCU”
 - For iPhone
<https://apps.apple.com/us/app/istudent-app/id958285925>
 - For Android
<https://play.google.com/store/apps/details?id=com.isams.portal.student>

PUPIL PORTAL

Please enter your login credentials:

Username

Password

Remember me

Sign In

Sign in via Azure AD authentication

Forgotten your details?

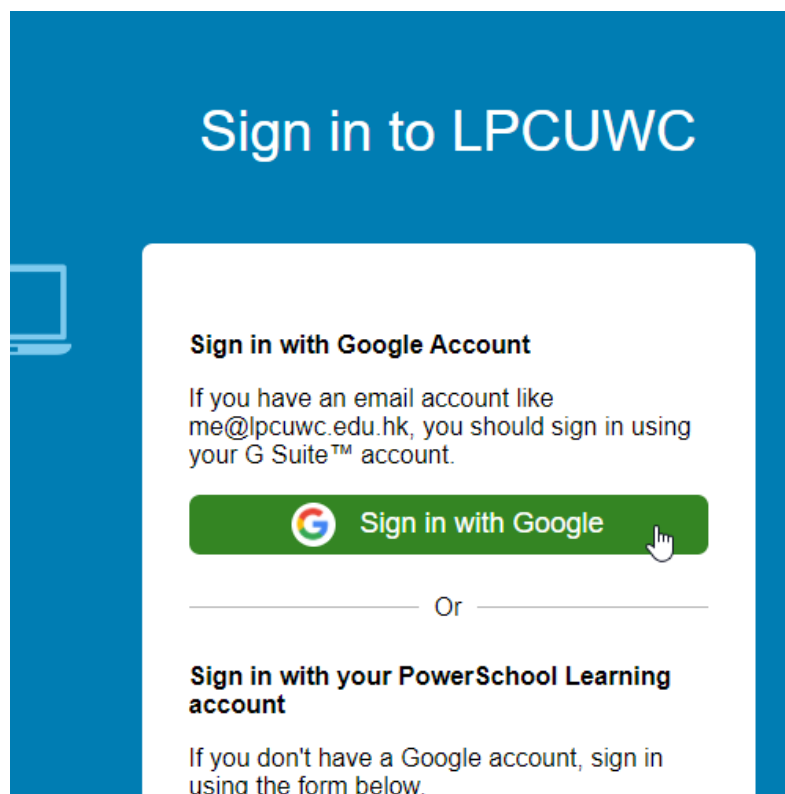
PowerSchool and Google Apps

PowerSchool is an eLearning platform that the college is using.

PowerSchool and Google Apps can be accessed at the following links by the username and password you set on the Password Management Portal.

- Powerschool: <http://lms.lpcuwc.edu.hk>
- Google Drive: www.google.com/drive
- Google Calendar: www.google.com/calendar

When sign in PowerSchool, please click on “Sign in with Google”



Note:

- LPC email service is on Office 365, so Gmail is not accessible.
- All the files and data on PowerSchool and Google Apps will be deleted after graduation.
- PowerSchool App is not available for our school.

ManageBac

Student uses ManageBac to manage their CAS/EOTC (Education Outside The Classroom) experiences and some IB core components, e.g Extended Essay and Internal Assessments.

A welcome email from ManageBac will be sent to your school email after the IT session of Orientation Week. If you have forgotten the password, follow the instructions below to reset it:

1. Open <https://lpcuwc.managebac.com>, click “**Forgot your password?**” link.
2. On **Password Reset** page, enter your LPC email address, then click “**Send reset e-mail**” button.
3. Check you LPC email account and follow the instructions in the password reset email
 - You can also download an App “ManageBac”
 - For iPhone
<https://www.managebac.com/mobile>
 - For Andriod
<https://play.google.com/store/apps/details?id=co.faria.mobilemanagebac&hl=en>

Note:

- The password for ManageBac is NOT synchronized by Password Management Portal, you need to reset it separately.

Network Folders

Please follow the instructions in [How to connect to school network folders?](#) to connect the network folder to your laptop.

Printing

The charge for a B/W page is \$0.3 and a color page is \$1.5. A free printing quota \$100 for each academic year is granted to your printing account. If you need to print more than the free quota, you need to buy a printing card, costing \$25, from General Office to top-up your account on Printing Management Portal (<http://print.lpcuwc.edu.hk>). The login to Printing Management Portal is the username (e.g. henry19) and password you set on the Password Management Portal.

Note: You can only download the printer drivers when your device has connected to the school network

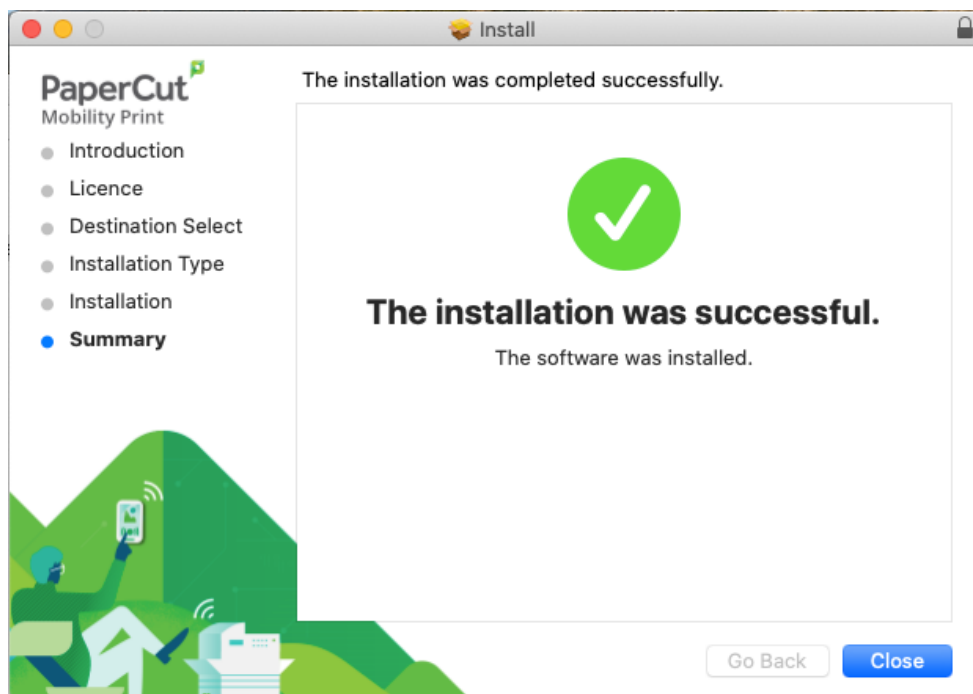
You can print from Maker Space. Before you can print, you have to install the printer driver.

For Mac user:

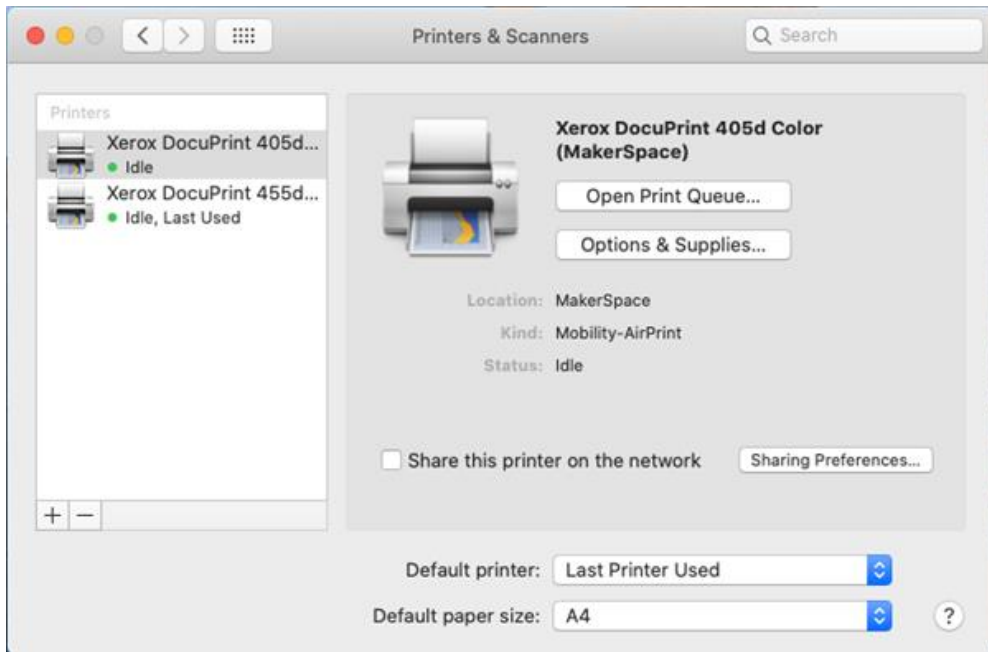
1. Please download and install below file:

https://drive.google.com/file/d/19Q4A5r5_ugKFzktMmRggA_01PLifSYAc/view?usp=sharing

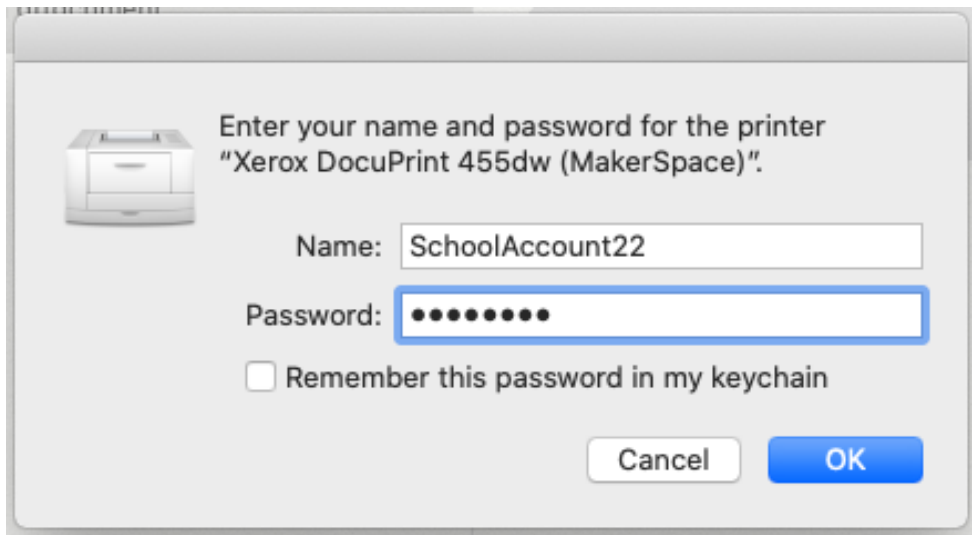
2. Install the application.



3. Printer added to laptop.

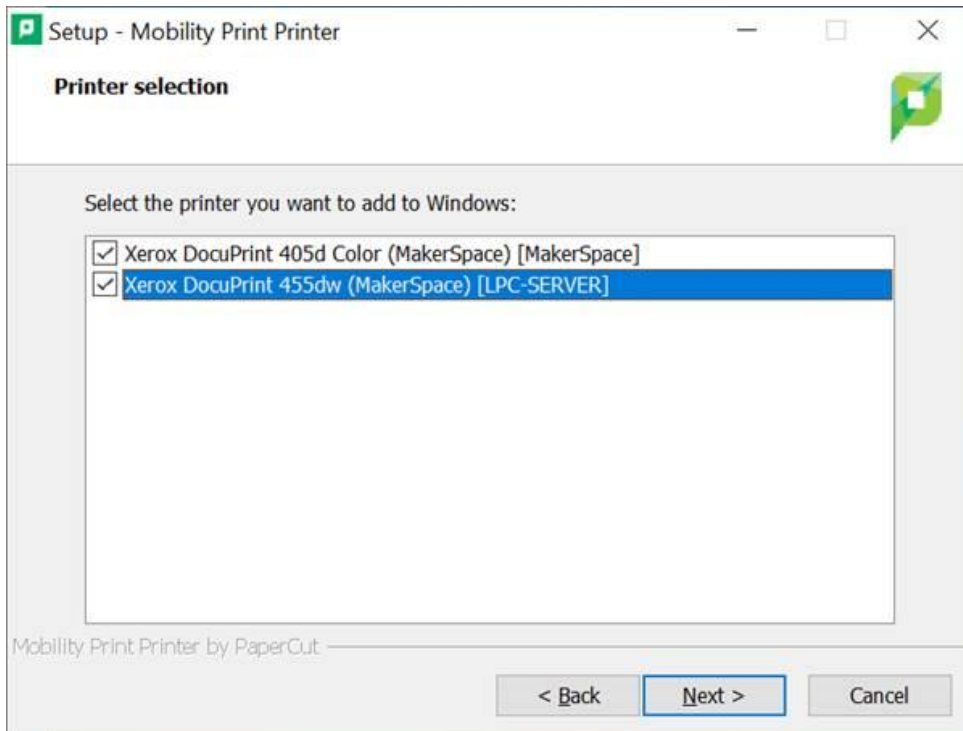


4. When you submit the print job, please enter school credential to connect to printer.

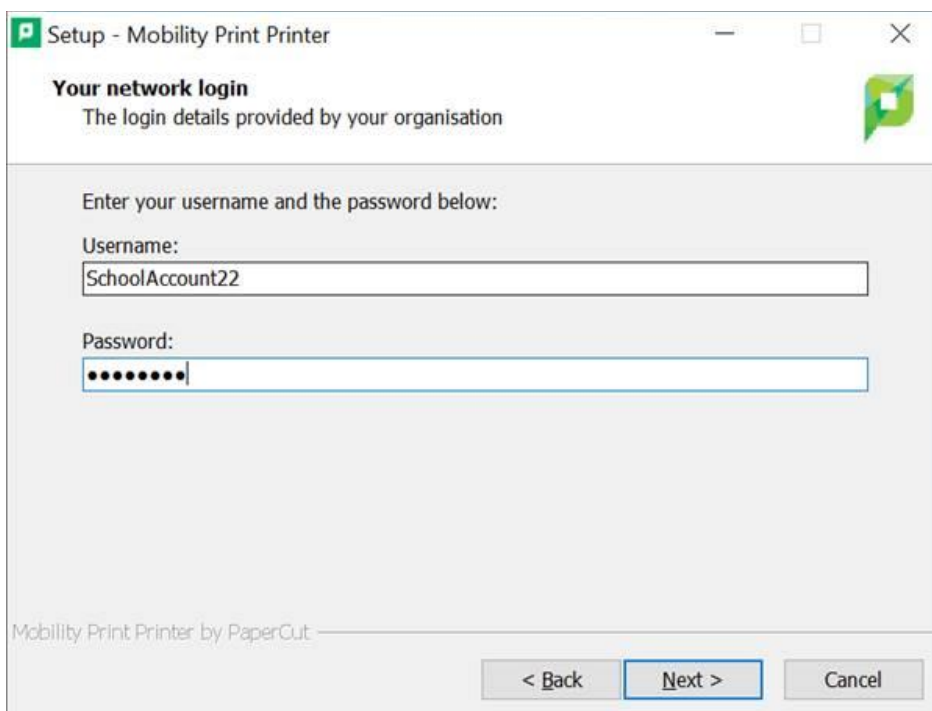


For Windows user:

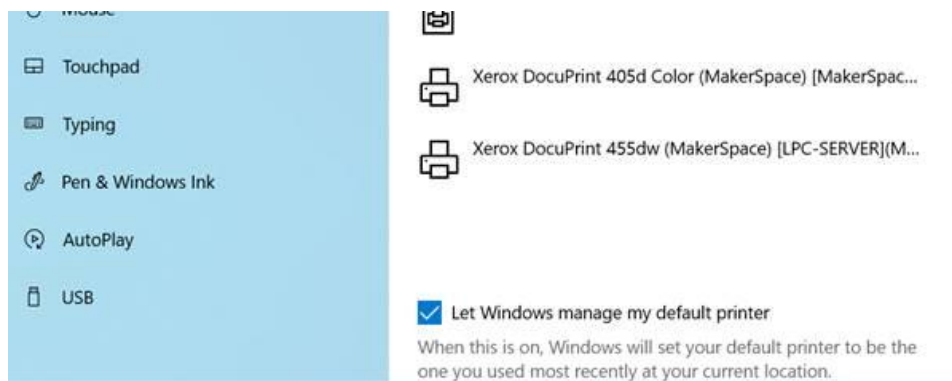
1. Please download and install below file:
<https://drive.google.com/file/d/1UEselmb7DKrRi1OQ-TmVtmhBqLkbwEdj/view?usp=sharing>
2. Install the application and select both printers.



3. Please enter school credential to connect to printer.



4. Printer added to laptop.

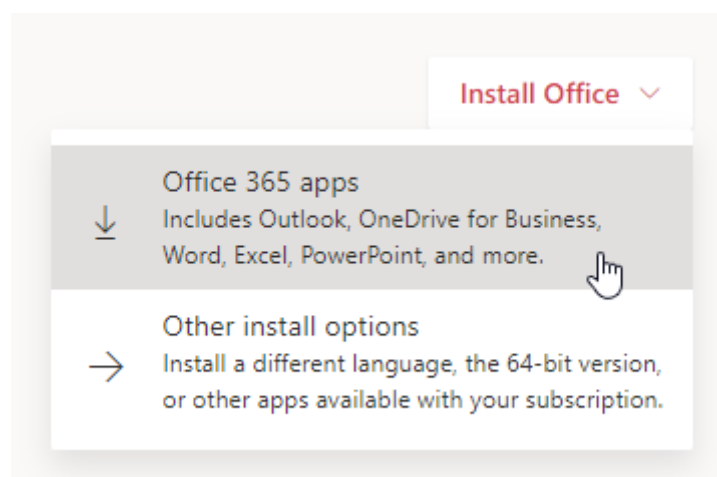


Note:

- For teachers granted free printing, please ask the teachers to transfer the quota to your account directly.
- Please ensure the username and password is as same as WIFI login, if you cannot connect to printer, please install the software again.

Microsoft Office 365

- Log into Office 365 <http://portal.office.com> with your email account and password.
- Click Install Office > Office 365 apps to download the application
- After downloading the application, follow the instructions to install Office365



Note:

- It's free for students but will be expired after graduation from college.

IT Support

Helpdesk

If you have problems in our IT service, please check the knowledge articles on <http://helpdesk.lpcuwc.edu.hk> or send your support request to helpdesk@lpcuwc.edu.hk.

IT Department office hours

Location: Academic Block Room 311

Opening Hours: 9:00am – 12:45pm, 1:30pm – 5:30pm (Mon - Fri except public holidays)