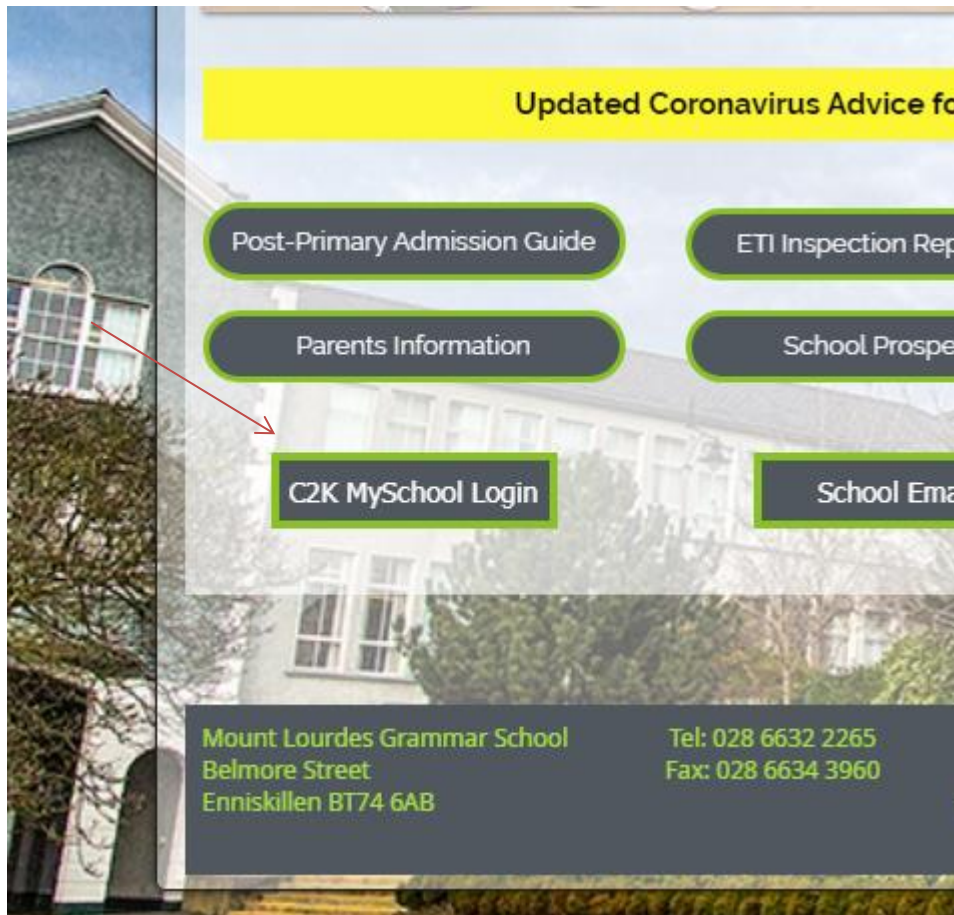


Accessing MySchool off-site

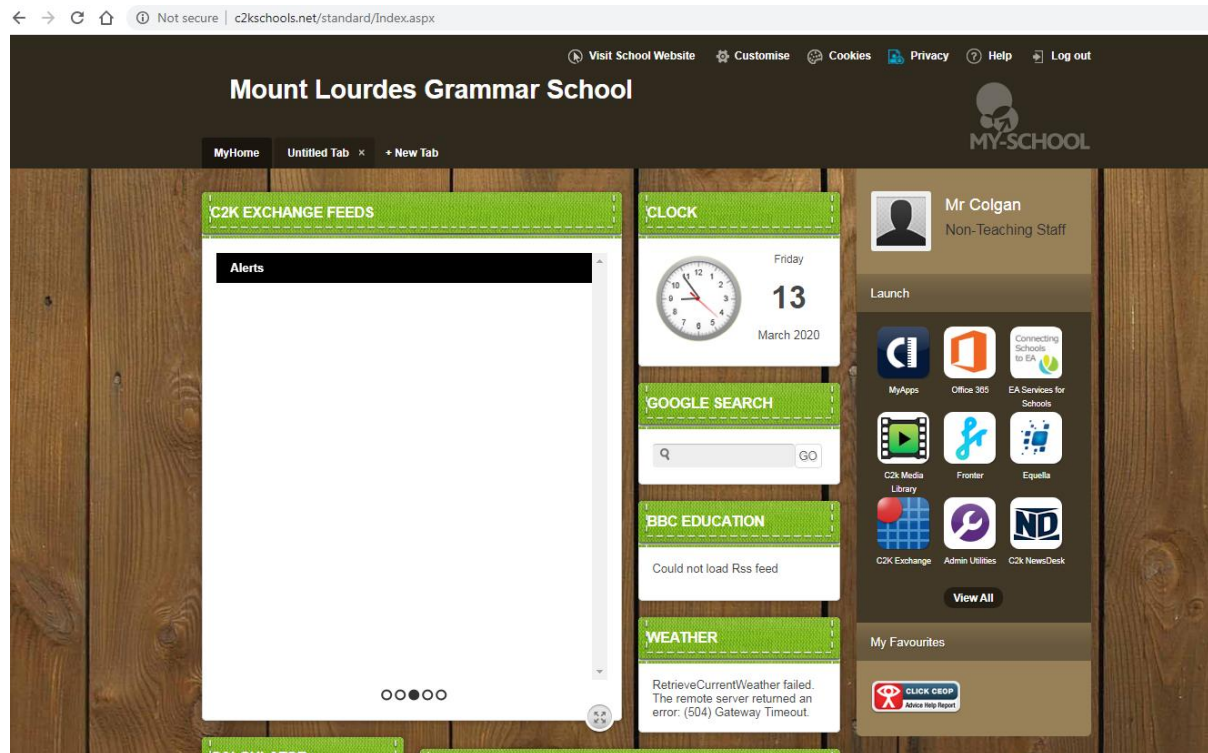
Open the school website – www.mountlourdes.com
and click on the **C2K MySchool Login** button.



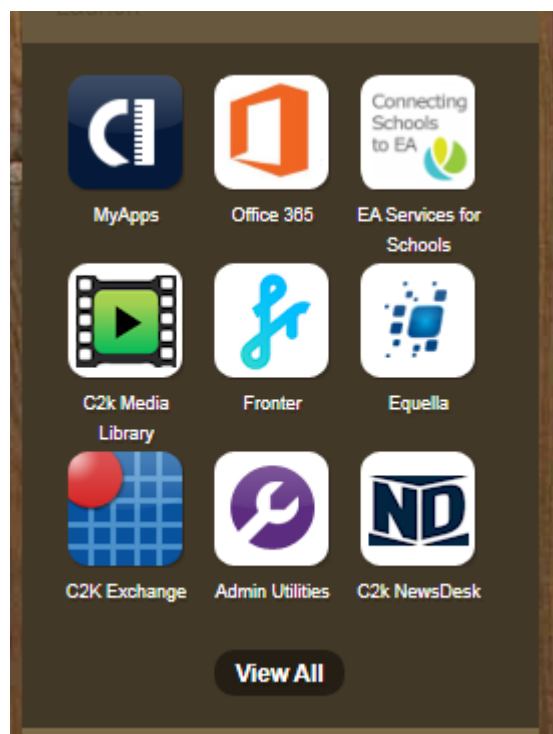
You will then be asked to log on. Use your C2k credentials as normal.

A screenshot of the My-SCHOOL login page. The page features the My-SCHOOL logo at the top, which consists of three overlapping circles (blue, orange, and purple) above the text "MY-SCHOOL". Below the logo are two input fields: "Username:" with the value "kcolgan550" and "Password:" with a masked password "*****". To the left of the password field is a link for "Accessibility Guidelines". Below the password field is a link for "Forgotten Password". A "LOGIN" button is located to the right of the password field.

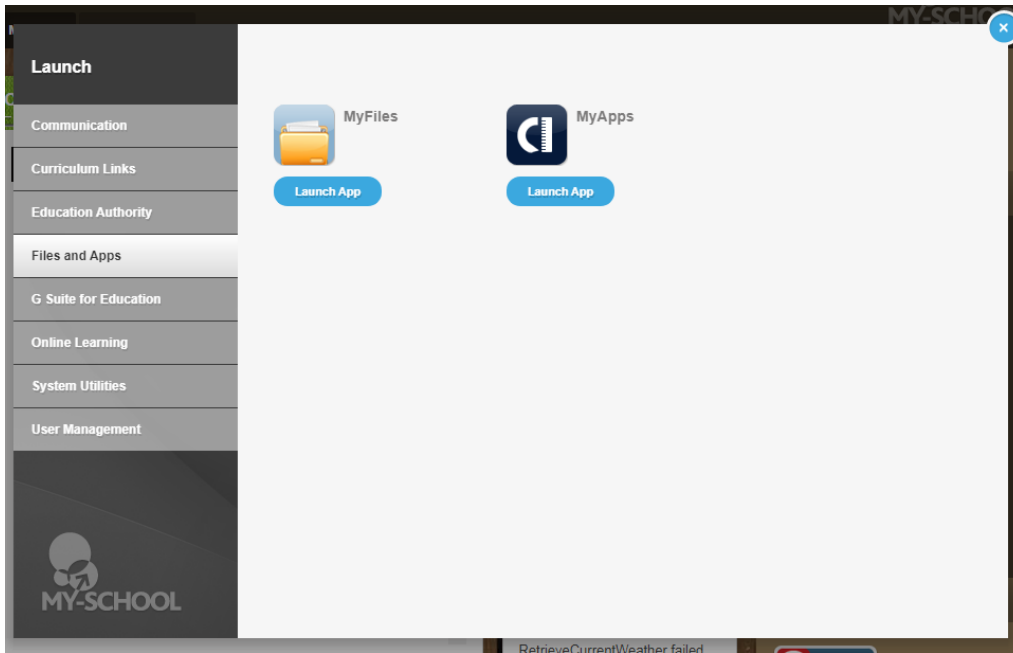
MySchool will open very similar to how it looks in school.



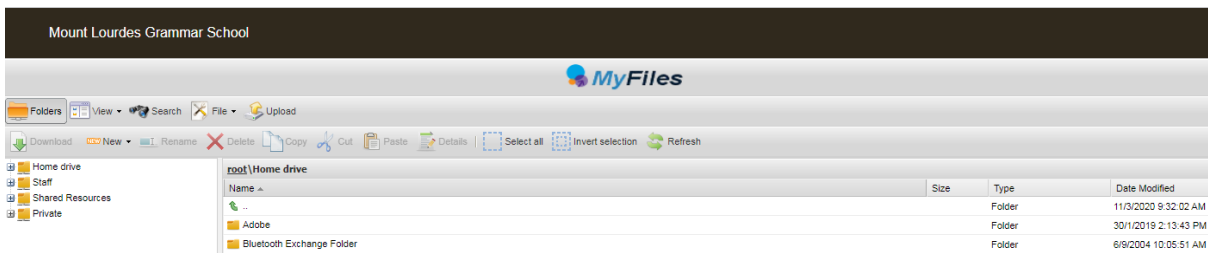
Access your files and folders by clicking on the **View All** button below the **Launch** section.



In the next window click the **Files and Apps** tab on the left, and then click the **MyFiles** button,



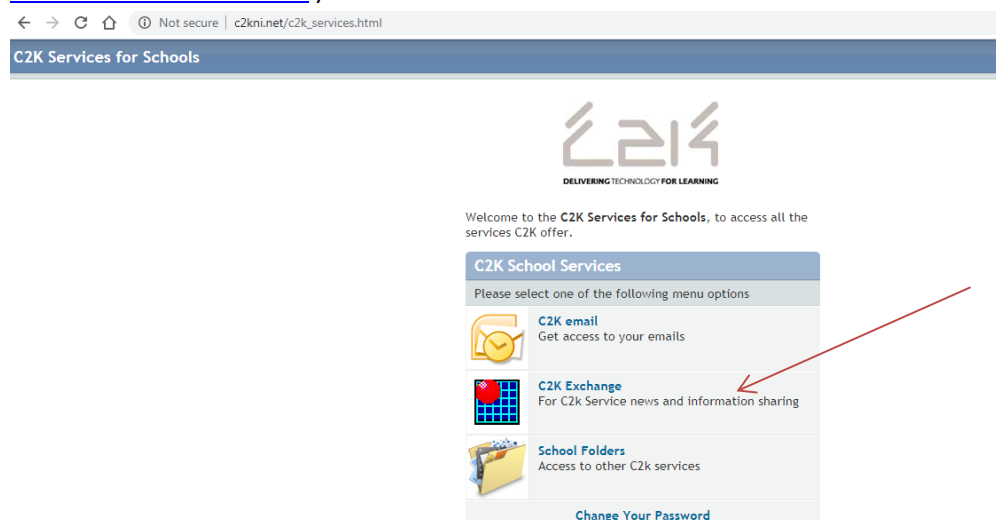
and your files and folders will now be available to browse and access.



Changing your password off-site

Go to the **C2k Schools Services** website – http://www.c2kni.net/c2k_services.html

(NB- There is also a link to this change password facility on the Mount Lourdes website homepage www.mountlourdes.com)



← → ↻ 🏠 ⓘ Not secure | c2kni.net/c2k_services.html




C2K Services for Schools

C2K
DELIVERING TECHNOLOGY FOR LEARNING

Welcome to the **C2K Services for Schools**, to access all the services C2K offer.

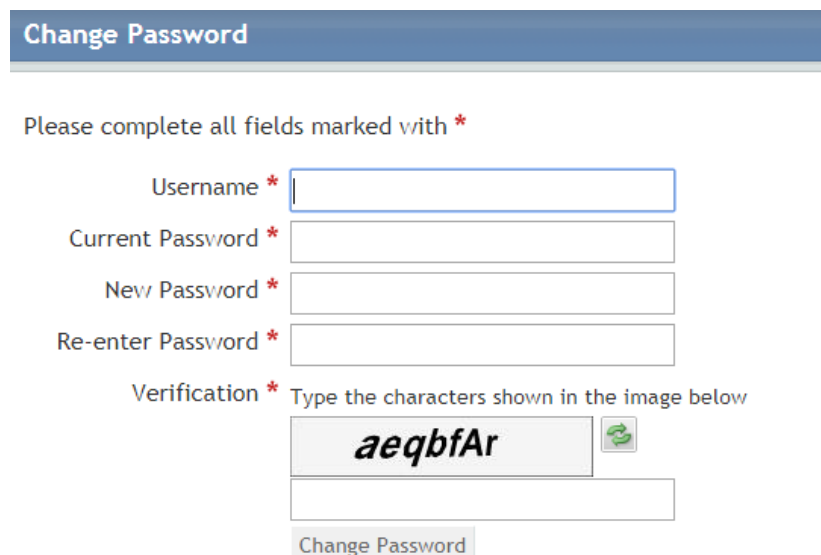
C2K School Services

Please select one of the following menu options

-  **C2K email**
Get access to your emails
-  **C2K Exchange**
For C2k Service news and information sharing
-  **School Folders**
Access to other C2k services

[Change Your Password](#)

Click on **Change your Password**
and you will get the following form:



Change Password

Please complete all fields marked with *


Username *

Current Password *

New Password *

Re-enter Password *

Verification * Type the characters shown in the image below

aeqbfAr 

You will then be asked to enter your username followed by your current password. Next you must enter your new password twice. Finally copy the verification code exactly as it appears into the last box.

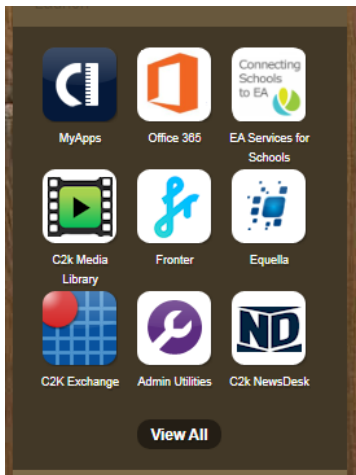
Once you have the form complete click the **Change Password** button.

**** NB – It is vital that all users know their current/latest password as they will be unable to reset it if they don't ****

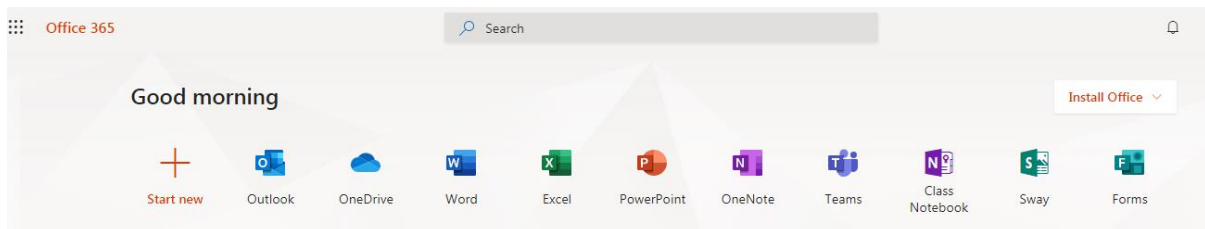
Accessing Office 365 (Outlook – Email and Microsoft Teams)

Follow the above login procedure to access your **MySchool** page.

In the **Launch** section click the **Office 365** button.



The following menu will appear:



From here you can click Outlook (email) and Teams (VLE) to access them, as well as all the other Office 365 applications.