Dear new student at Kolding Gymnasium

Welcome to Kolding Gymnasium.

This letter contains important information about your personal school digital account, which you will need to access many of the school's IT services, including the wireless network, school printers, and Microsoft 365.

Your school digital account and temporary password will be created approximately one week before the start of the school year. If you provided a private email address when applying, your account details will be sent there. You will also receive information about your account on your first day at school.

Your Personal School Digital Account (Skolekonto)

Username: Skolelogin@edu.kolding-gym.dk
(Replace "Skolelogin" with your personal school login.)

Temporary Password: TempXXXX
(The password begins with a capital "T", and the four Xs are replaced with four random numbers.)

Important: Change Your Password

Before using your school account, you must change your temporary password.

We recommend that your new password:

- Contains at least 8 characters (maximum 24 characters)
- Includes both uppercase and lowercase letters
- Contains one or more numbers
- Does not contain the letters Æ, Ø, or Å
- Does not contain your name

If you are at home, you can change your password at:

http://skolestart.itcfyn.dk

Please log in to Lectio using your MitID. If you do not have MitID, then you can contact the Administration office where one of our secretary's will supply you with a temporary Lectio login password.

Microsoft 365 and School Printers

Instructions for installing Microsoft 365 (Word, Excel, PowerPoint, etc) are available on our website:

https://www.kolding-gym.dk/it/

You will also find information about accessing and installing the school's printers.

Please note:

- Microsoft 365 can be installed from home.

- School printers can only be installed while you are connected to the school's network on campus.

Information for New Students

You can find useful information about studying at Kolding Gymnasium here:

https://kolding-gym.dk/information-for-new-students/

Need Help?

Don't worry if some of this seems unfamiliar. During the first weeks of school, we will provide an IT introduction where you will receive assistance with everything you need to get started.

Once you begin at Kolding Gymnasium, you are always welcome to visit my office if you have any questions regarding IT services or your school account.

We look forward to welcoming you to Kolding Gymnasium.

Yours sincerely,

Rifet Begic
IT Department
Kolding Gymnasium