



SANDY SPRING FRIENDS SCHOOL

SSFS Technology Setup - Checklist for New Families

This document provides a checklist of technology-related tasks (and links to the associated instructions) that need to be completed before the start of the school year.

If you have trouble with any step on this list, please feel free to contact the IT Department via our ticketing system by emailing tech@ssfs.org. Please include your child's name, and which step(s) you need assistance with.

Student Checklist

Task	Description	Applies to	Required
1	Change your password.	Students Grade 6+	Yes
2	Set up your SSFS email on your laptop or mobile device .	Students Grade 6+	Yes
3	Sign into Google Drive .	Students Grade 6+	Yes
4	Check out your classes on the Finalsite Learn LMS . (available in mid-July)	MS and US students	No

* Note that students entering Grade 3 or below can skip the student checklist, as they do not receive SSFS accounts.

** Students entering Grades 4 and 5 will set up their accounts with their teachers once school starts.

Parent Checklist

Task	Description	Applies To	Required
1	Change your password , if you have forgotten it.	All parents (as needed)	No
2	Keep your contact info up-to-date ! (year round)	All parents	Yes
3	Fill out medical and health information, and other forms, in Magnus Health . (due July 15, 2019)	All parents	Yes
4	Purchase textbooks and eBooks . (bookstore available on July 16, 2019)	MS and US Parents	Yes
5	Register for the bus . (due July 31, 2019)	All parents (as needed)	No
6	Register for Extended Care .	LS and MS parents (as needed)	No