

How To Set Up a Student Domiknow Account. V2

1. Begin by going to <http://gmail.com> and setting up a Gmail account for yourself. You are advised to set up your own security question and supply another email address (secondary email account) so that you can retrieve your password should you forget it. Using ANY other email account for Domiknow registration will cause your Domiknow account to be automatically deleted and you will lose your work (hotmail, yahoo, bigpond etc)
2. The Gmail account you set up MUST be in the same format as the following: yourlastname.yourfirstname.yourCollegeIDnumber@gmail.com
3. An example: if your name was Bill Brown and your school ID was 012345, your Gmail account would be set up as follows brown.bill.012345@gmail.com though you will not enter the @gmail.com portion on the Gmail page, it will happen automatically.
4. Do NOT use your College password for your Gmail account, use another one which you will remember. Make sure that you setup the "Ask a question" section so that you can retrieve your account password if you forget it (mentioned already in point 1).
5. Gmail often blocks setting up accounts here at school – this is because they are attempting to stop too many accounts being created at the same place. Creating your account at home or at a friend's home will have a better success rate. Once you have an account you can use it at school.
6. AFTER you have setup your Gmail account, you log into Domiknow at school OR at home. You can go to the school webpage and click on the Domiknow icon OR you can type the address directly. It is <http://domiknow.stdominics.nsw.edu.au>
7. You login to Domiknow by using your College ID number and your College Password.
8. The first time you enter Domiknow you will be taken directly to a User Profile page. Here you must enter information about yourself INCLUDING the Gmail address you have already created. When you have entered something into EVERY box you click on the Save box at the bottom of the page.
9. You will then receive a message telling you that an email has been sent to your Gmail account to check to make sure that the email address is correct.
10. Keep Domiknow open. Open another Tab in the browser, go to your Gmail account and look for the email which has come from Domiknow. It usually takes only 2 -3 minutes to arrive.
11. You may need to click on the REFRESH button on your Gmail page a few times to see the Domiknow email. You may also need to check the Spam folder in case Gmail has put it there.
12. When the email arrives, open it and CLICK on the LINK which will be in the email. You will then be taken straight back to the Domiknow page and presented with the Terms of Use. After reading them you should click on Yes to accept them. You will then have a Domiknow User Account. Save your new profile.
13. To be able to enter a Course you will need an Enrolment Key from your teacher.
14. If you have followed all of these steps and still have difficulty - ask in the Library to speak to Mr Meehan, who will assist you.