

Annapolis Valley

Regional Centre for Education

Working Together for Students

As part of the Annapolis Valley Regional Centre for Education's efforts to keep our information systems secure and up to date we will be retiring the use of @staff.ednet.ns.ca email accounts effective July 31, 2018.

If you need to complete the process to migrate your @staff.ednet.ns.ca email account to a @gnspecs.ca email account please refer to the steps outlined below. You can also contact the Helpdesk for support migrating your account.

Once you have migrated your account please make your contacts aware of the address change and update your email address in any subscriptions, services or web sites that you are a member of.

Helpdesk:

techsupport@avrsb.ca

4674 (902-538-4674)

helpdesk.avrsb.ca

Migrating @staff.ednet.ns.ca or @nspes.ca email accounts to @gnspecs.ca

- Go to <https://selfservice.gnspecs.ca/passwd.html>
- **STAFF - #1 Activate & Synchronize existing accounts on all servers.** Enter the **Username** and **Password of your @staff.ednet.ns.ca email account.**
- Success on this form will give you access to your new @gnspecs.ca account.
- Login to your @gnspecs.ca account at <https://gnspecs.ca>.

Coordinator of
Information Technology

121 Orchard Street
PO Box 340
Berwick NS
Canada B0P 1E0

Toll Free: 1.800.850.3887
Phone: 902.538.4683
Fax: 902.538.4741
www.avrsb.ca

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Google Apps for Education
Nova Scotia Public Education System

English | Français

Please enter your email and password

Login to your Google Apps for Education account by entering your email and password below.

Email: Login

Password:

[Need Help](#)

Accessing your account: **Student, Teacher/Staff, or EECD**
Change or retrieve your **password**
Don't know your email? Go [here](#).

For more information, go to the [Google Apps for Education provincial site](#)

- Username is your full email address (including @gnspe.ca) i.e. jsmith@gnspe.ca
- Password is the password in the previous step.

This should open up the google page, with icons for MAIL, DOCS, etc. The employee's name should be at the top left hand corner jsmith@gnspe.ca

Google Apps for Education
Nova Scotia Public Education System

Mail Drive Sites Calendar Groups Classroom Synergysse

Getting Started

Welcome to AVRSB.

cc@gnspe.ca

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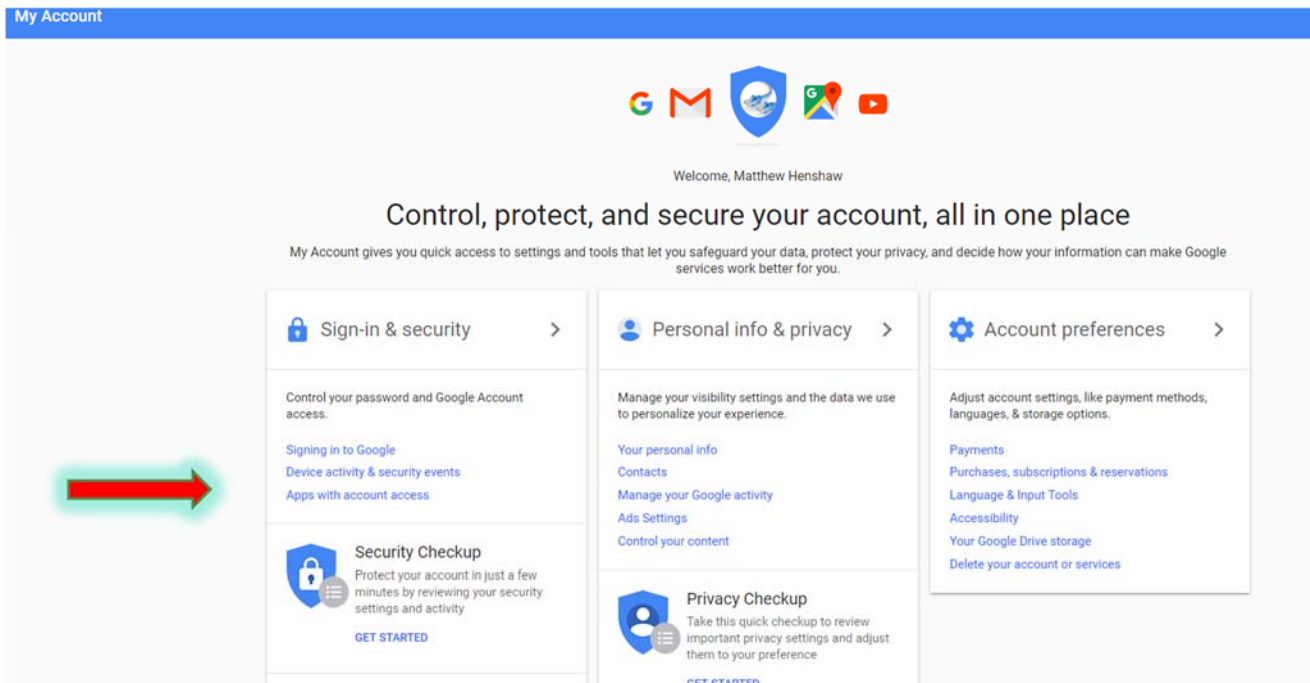
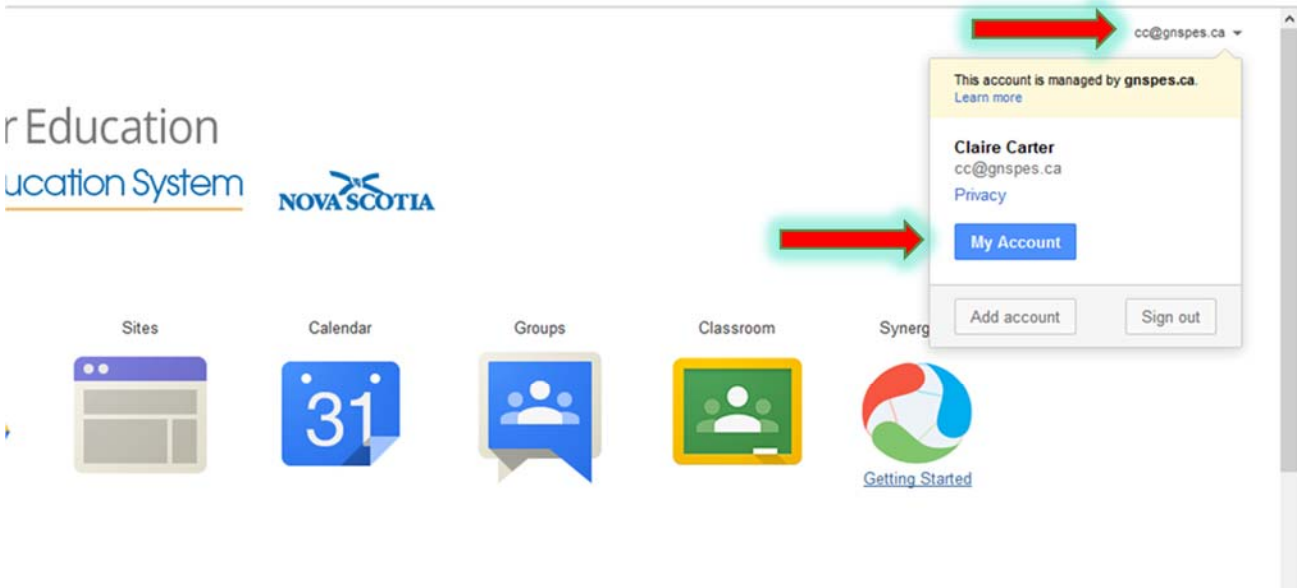
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The next step is important if you would like to move your existing @staff.ednet.ns.ca email messages to your new @gnspes.ca account.

Beside their name at the top is a down arrow. Click on the arrow and another window/square will open. (I have used my account for display purposes) Under the name in BLUE is My Account – click – another window



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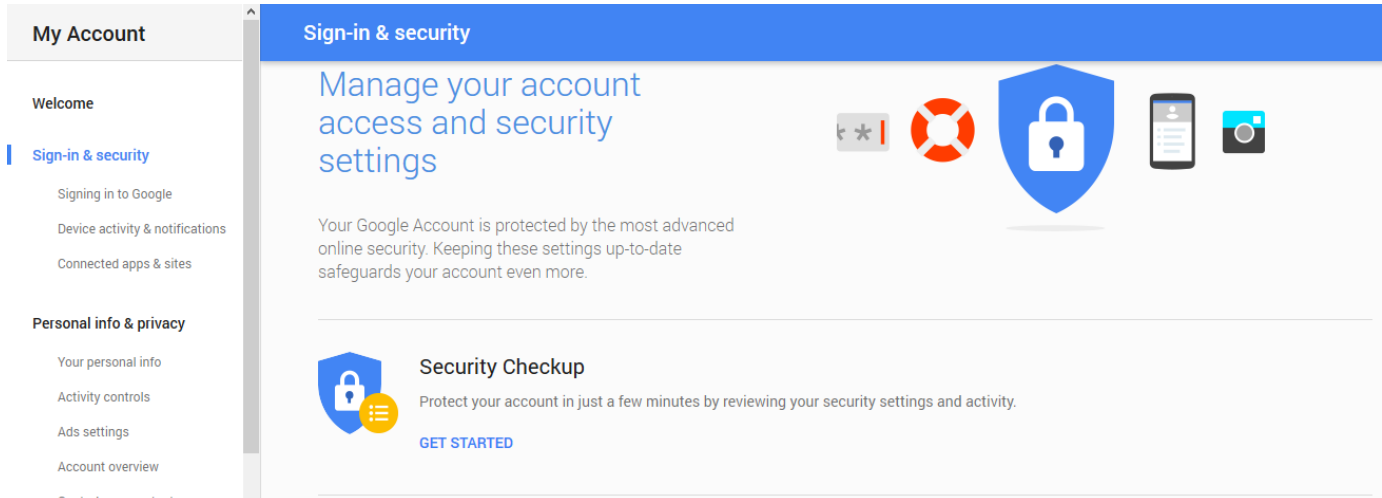
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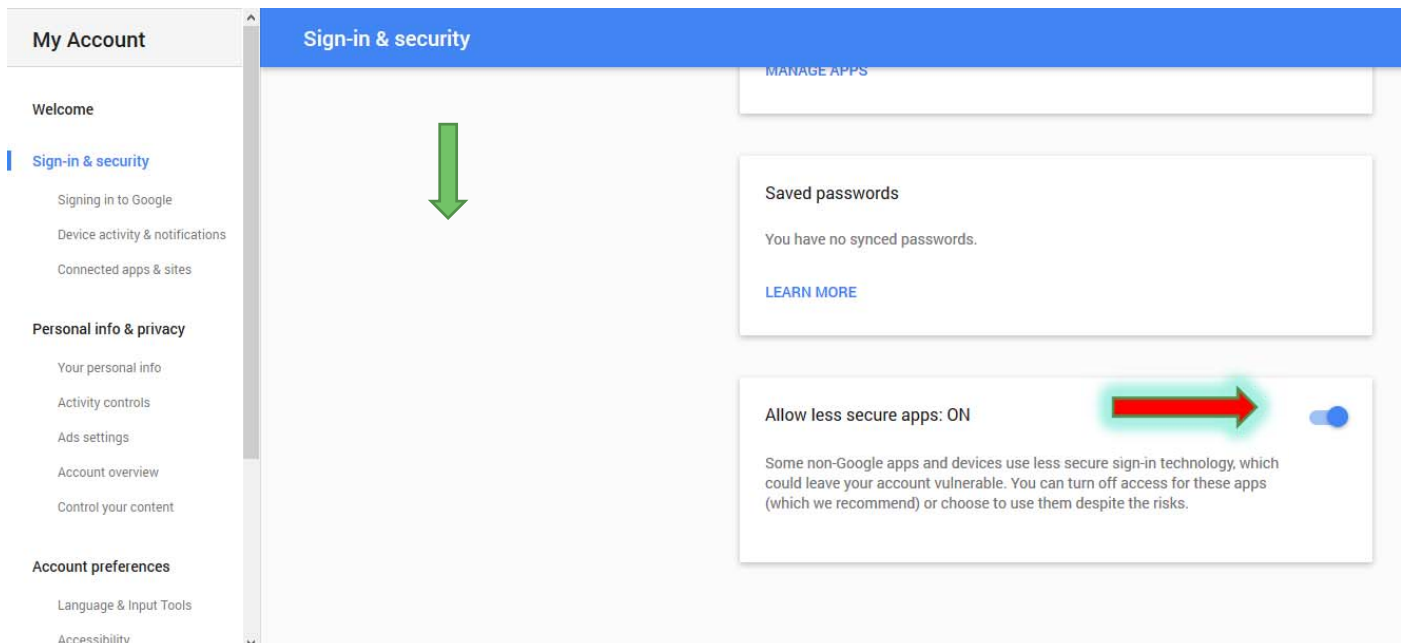
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Under **Sign-in & Security** click on **Apps with account access** (third one). This is the next window.



- Scroll down to the bottom
- Set '**Allow less secure apps**' to **ON** if it is **OFF**, use the mouse to slide it over to **ON** This will allow the employee to migrate their email.



- Scroll back up to the top, click on the down arrow and Sign Out of the account.
- Go back to <https://selfservice.gnspes.ca/passwd.html> and under **STAFF** choose **#4**.

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- Fill out the form with the requested information. Be sure to include the full email address (@staff.ednet.ns.ca / @gnspes.ca)
- This step will move existing email messages from your old @staff.ednet.ns.ca account to your new @gnspes.ca account. It may take up to a day for all of your mail to migrate to your new @gnspes.ca account.

Google Apps for Education
Nova Scotia Public Education System

NOVA SCOTIA

Step One - Fill in usersids and passwords.

Do not use Student Number or Employee Number
Imap must be enabled on your accounts. This includes your Google account if migrating there!
Use full email addresses i.e. bob@nspes.ca

If migrating to an @gnspes.ca account, please enable 'Allow access for less secure apps' at <https://support.google.com/accounts/answer/6010255>

From Full Email Address:	<input type="text" value="jsmith@staff.ednet.ns.ca"/>	<input type="text" value="@staff.ednet.ns.ca/@nspes.ca"/>
From Password:	<input type="password" value="....."/>	Password for above account.
To Full Email Address:	<input type="text" value="jsmith@gnspes.ca"/>	<input type="text" value="@gnspes.ca/@sepne.ca"/>
To Password:	<input type="password" value="....."/>	Password for above account.

Forward old e-mail to new account?: Add rules to auto-forward e-mail to GNSPES.CA domain

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