

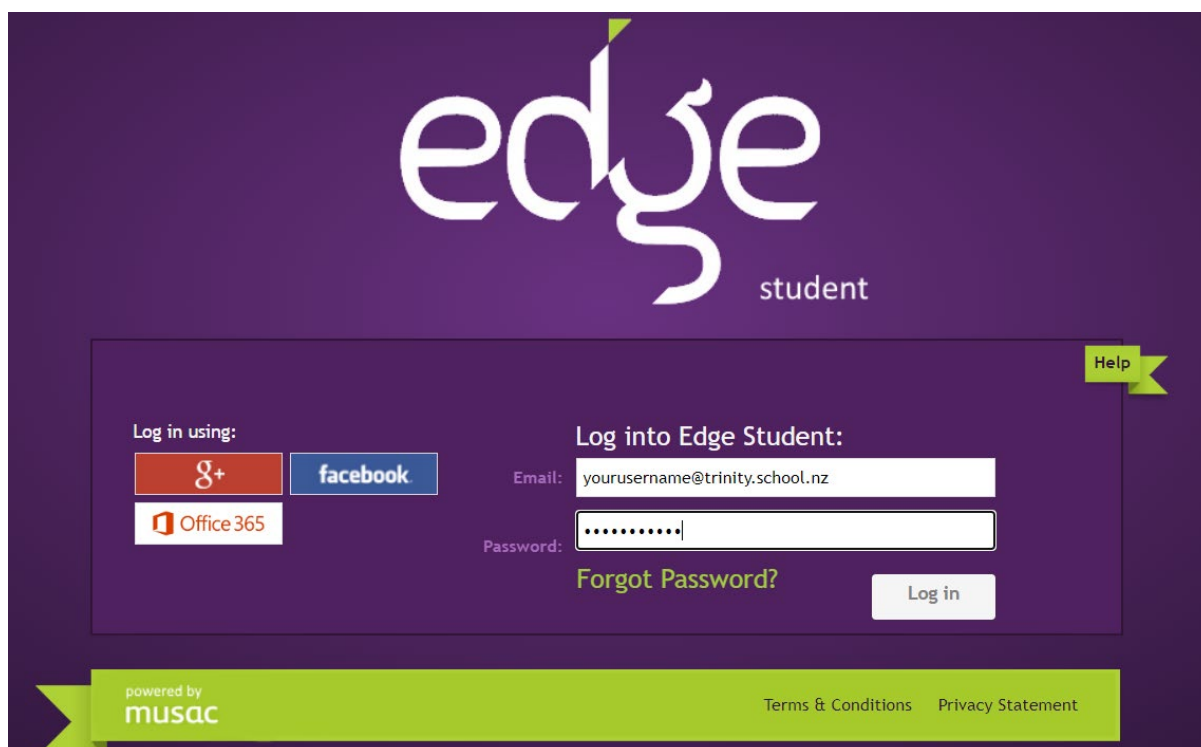
Migration information

As you will be aware, from 1 January 2023, Kavanagh College will be known as Trinity Catholic College.

As we transition to our new name, there are several changes that will be made prior to 1 January.

Edge

On Thursday evening/Friday morning, your Edge accounts will be moved to Trinity Catholic College. After this is complete, when using a laptop to access the Edge student portal, you will need to sign in with your email address but instead of using “@kavanagh.school.nz”, you will need to change to “@trinity.school.nz”. Your password remains the same.



Mobile App

If you use the Edge mobile app, no changes are necessary, and you should be able to access this normally since this uses a PIN to sign in.

Microsoft and Google accounts migrated

On Monday 12 December, your Kavanagh Microsoft and Google accounts will be moved across to the Trinity domain. During this time, you will not be able to sign into your account until the following day (Tuesday 13 December).

When signing in after this date, your email address will be (yourusername)@trinity.school.nz instead of @kavanagh.school.nz. Your password remains the same.

Google account

Your Google account should automatically be updated to use your Trinity account so there should be no need to sign out and back in with your Trinity email address. This will include email, Google Drive, etc.

Gmail

If you are signed into Gmail using a web browser (i.e. Google Chrome, Safari etc.) you will immediately be able to send emails from your Trinity email account. Any emails sent to your Kavanagh email address will still be received in your Inbox.

Microsoft OneDrive

If you use the OneDrive Application on your laptop, you will need to sign out/unlink your account and sign back in with your Trinity email address. If you have any questions regarding this, please email helpdesk@kavanagh.school.nz.

Files in Google Drive/OneDrive

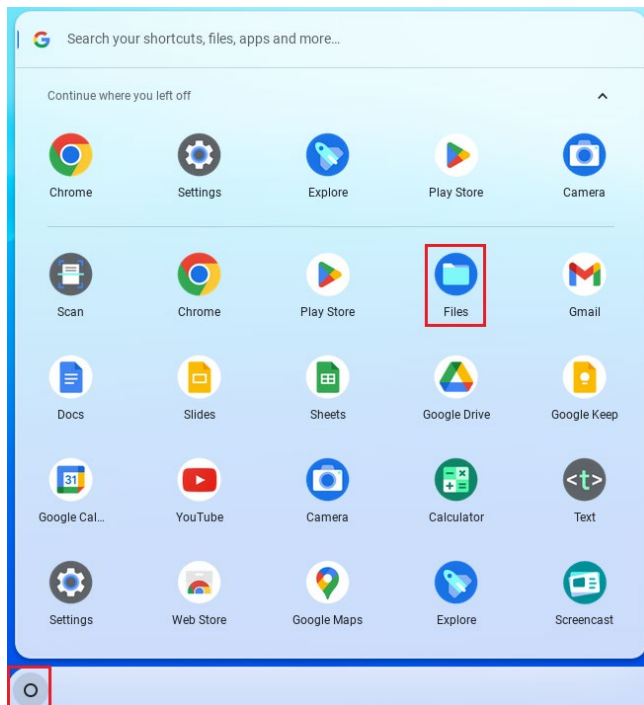
Files in Google Drive and OneDrive will not be affected and although your email address has changed, you will still have access to emails sent to your Kavanagh email address.

Backing up locally saved data on Chromebook

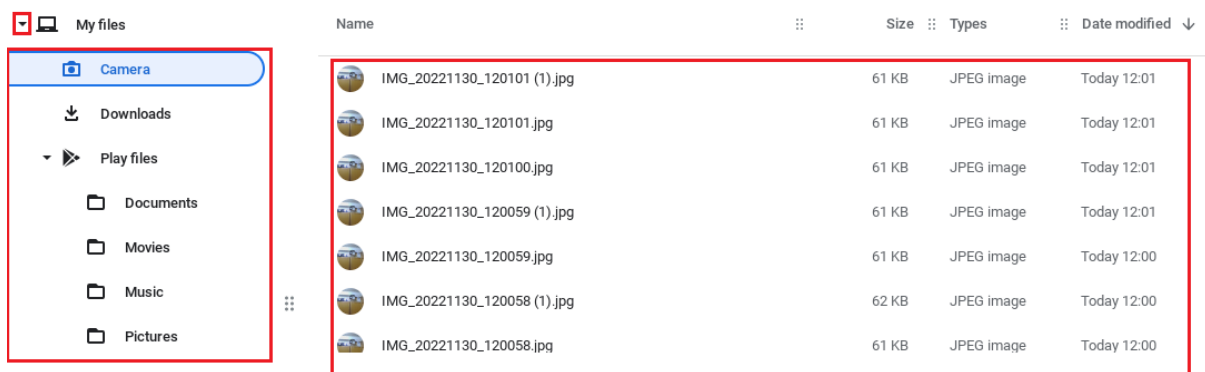
This must be done prior to Monday 12 December

If you use a Chromebook, when you sign in with your Trinity email account a new account will be created on your Chromebook. If you have any locally saved files (files/photos that you have taken on your Chromebook saved to your Kavanagh account, you will need to either transfer these files to Google Drive or copy them to external flash drive, otherwise, after 12 December, you won't be able to access these files.

To check this, log into your Chromebook with your Kavanagh email address click on the icon launcher and then click on the "Files" icon.



Expand “My files” to see the following structure below and click on each of the folders (i.e. Camera, Downloads, Play Files, Documents, Movies, Music & Pictures) to see if you have any files in these locations. If you do, they will appear on the right side of the window.

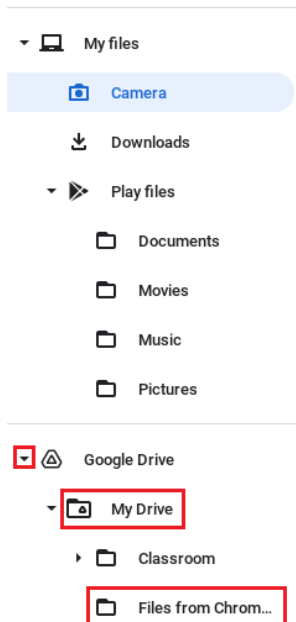


If you do have files in these locations that you would like to keep, you can copy them to your Google Drive.

If there are no files you want to keep, you can sign out and once your account has been transferred to the Trinity domain, sign in to your Chromebook with (youruseraccount)@trinity.school.nz once the migration has been completed.

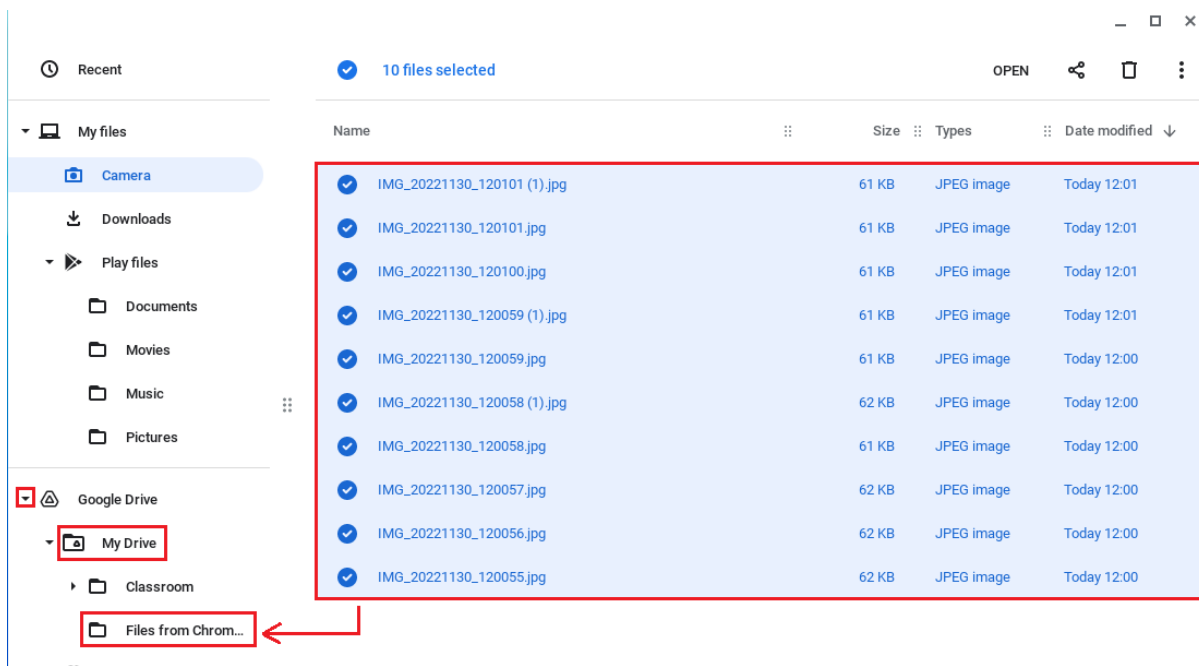
To copy files to Google Drive, click on the arrow beside “Google Drive” so you can see the file structure within your Google Drive folders.

If you right-click on “My Drive” you will have the option to create a new folder. In this example, I have created a new folder called “Files from Chromebook”.



Once you have done this, you can drag the files from “My files” that you want to keep into the Google Drive folder you have just created and it will copy these files to your Google Drive.

Do this for all of the files you want to keep.



Once you have done this, you are ready for when the migration is performed and after the migration, you will need to sign in with a new account using your Trinity email address (yourusername)@trinity.school.nz and existing password.

Questions

If you have any questions regarding the migration of accounts, please contact helpdesk@kavanagh.school.nz.