

# **New Student Email System and Cloud Storage**

## **Email Account Set-up**

New student accounts will not be created by a school-based email administrator. Students will require their Student ID number and birthdate to create their own account via the self-service link below.

Self-service creation of new email account:

- You'll need your Student ID (300xxxxxxx number) and birthdate.
- Then go to:
- <https://selfservice.nspes.ca/cgi-bin/account.pl>
- Complete the presented pages

## **Email Access**

Once the account has been set up, students will access their email at <https://nspes.ca> using their email username (see example below) and password created when they set up their account.

Example: Jeremy Lewis Matthews with student number 3000077002 will have email address: [mjl077002@nspes.ca](mailto:mjl077002@nspes.ca)

## **Password Reset**

If a student needs to reset a password they can do so via the self-service link at <https://selfservice.nspes.ca/cgi-bin/account.pl>

## **Migration and Forwarding of email from previous @student account**

If a student indicates they had email in their previous @student.ednet account that they need to access they can migrate mail from the @student.ednet account to the @nspes account using <https://selfservice.nspes.ca/cgi-bin/migrate.pl>. Students will also be able to set a forward so that email to @student account is forwarded to their @nspes account. They should be aware though that the @student server will not continue to run indefinitely and they should ensure contacts are notified to change to the new email address.

## **Cloud Storage**

All students have access to cloud storage for files. This storage is accessible from home, school, or any computer on the internet. It can be accessed at <https://ourcloud.nspes.ca> using their complete @nspes email address as the username and their new email password.

## **New Students**

Students who are new to the NS Education system will appear in the NSPES system within about 24 hours of being registered and assigned a NS Student ID.