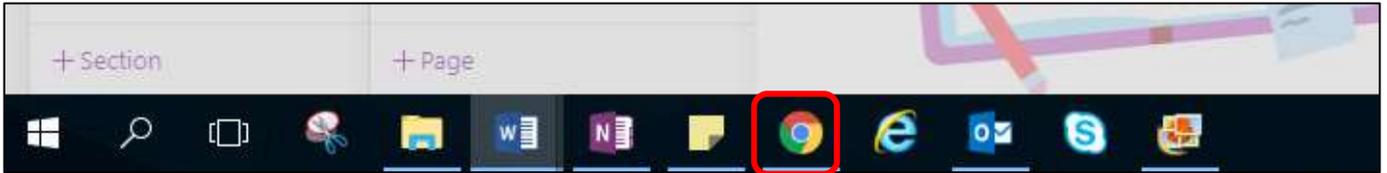


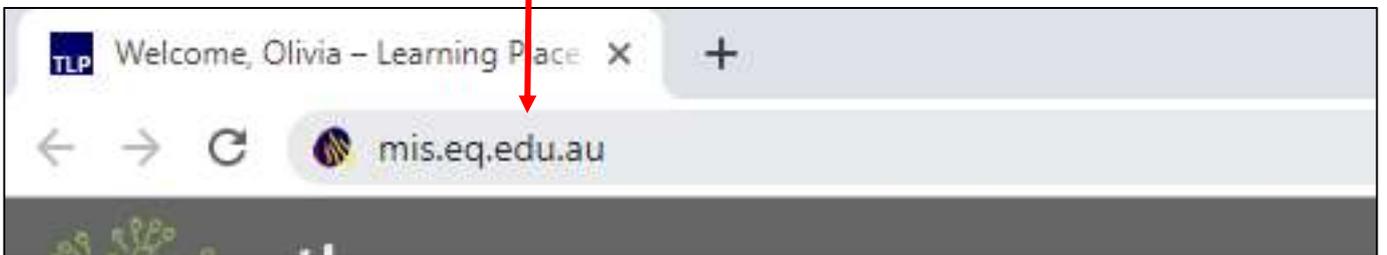
## How to access my child's OneNote

- **Year 4 – 6 students will have access to their online OneNote via their EQ MIS (Managed Internet Service.) They will require their MIS username and password to access their classroom OneNote.**

1) Open the **internet** (If it doesn't work in one browser, try another e.g. Google Chrome, Edge, Firefox.)



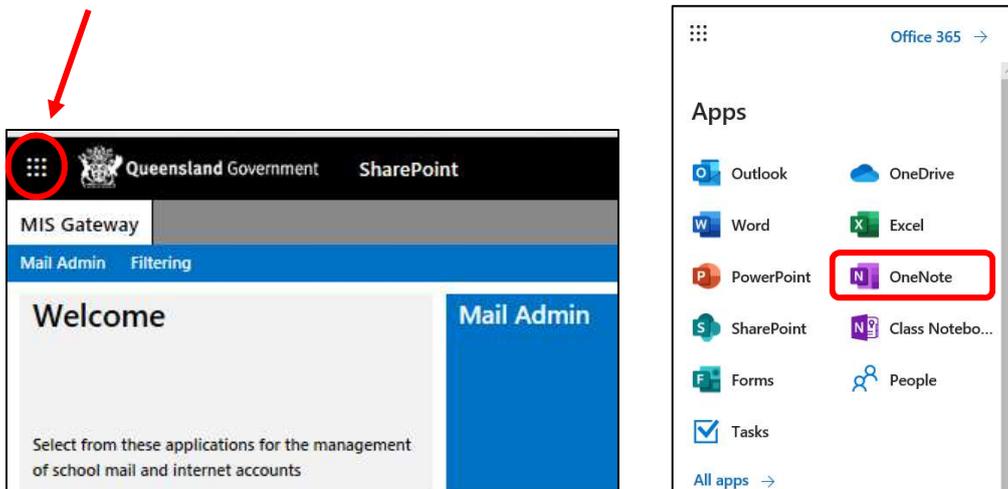
2) In the **address bar**, type in **mis.eq.edu.au**. (Please note there is no www.)



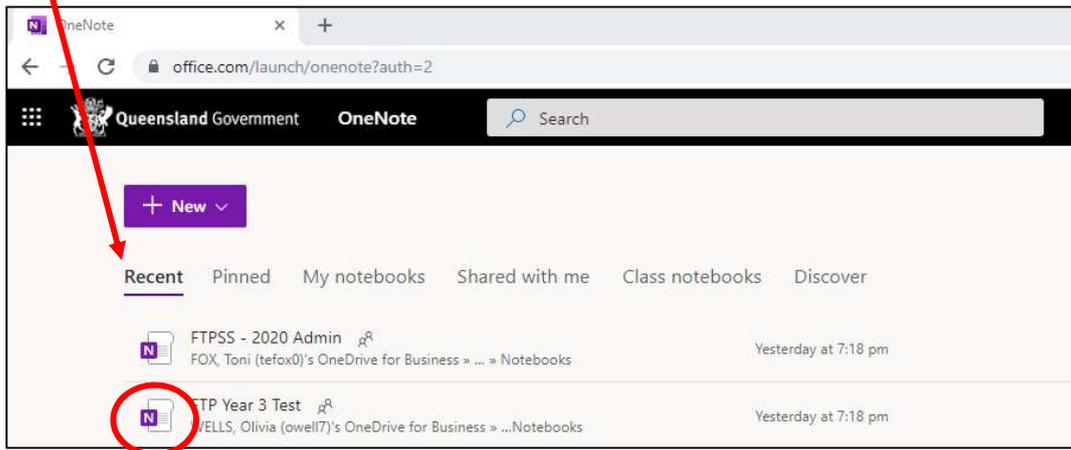
3) Sign in using your **student MIS username** and Password  
e.g. your child's MIS username is - owell7 (not [owell7@eq.edu.au](mailto:owell7@eq.edu.au))

*\*If your child has forgotten their password, you may need to email their class teacher. This is a new skill for Year 4, so please give them a few chances.*

4) Click on the **waffle**, located in the top left hand corner. Then **OneNote**.



5) Click the **recent** tab, then your child's OneNote e.g. **4L**. \*

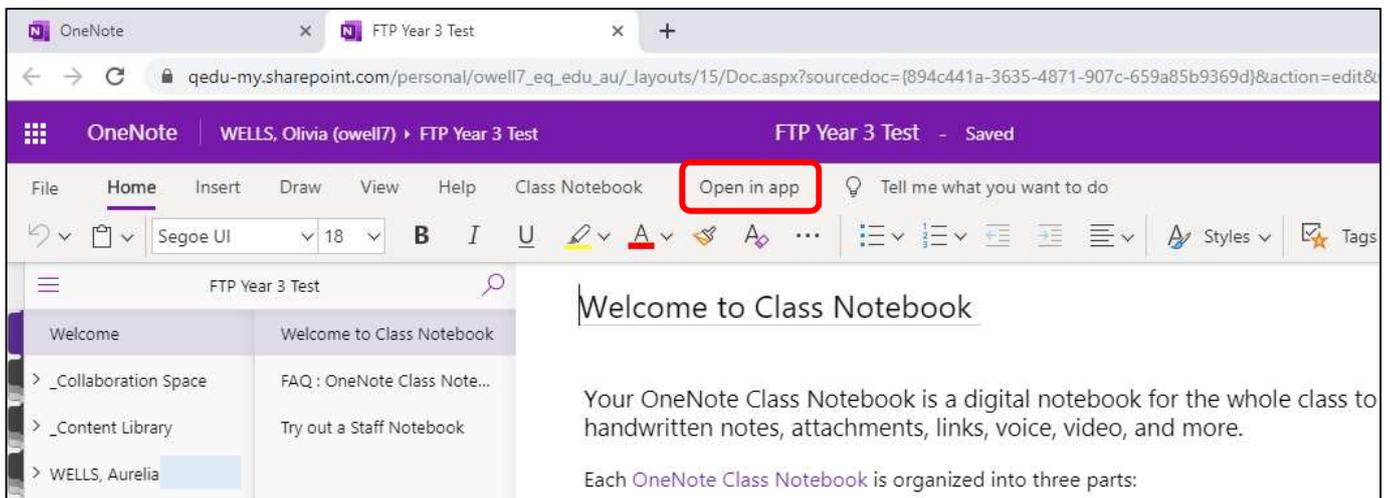


\*If you cannot see your child's OneNote under the **recent** tab, click on the **Class notebooks** tab.

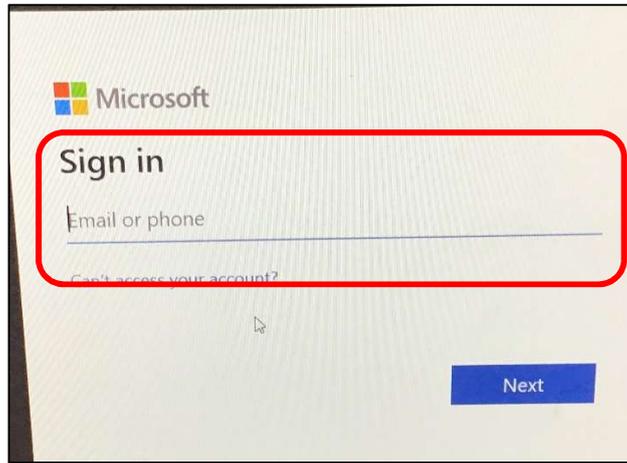
This is the **online OneNote**.

\*\*If you wish to open in the desktop version, you may follow the steps below – however this is optional. If more than one person is using your device – we recommend **not opening in the desktop app**.

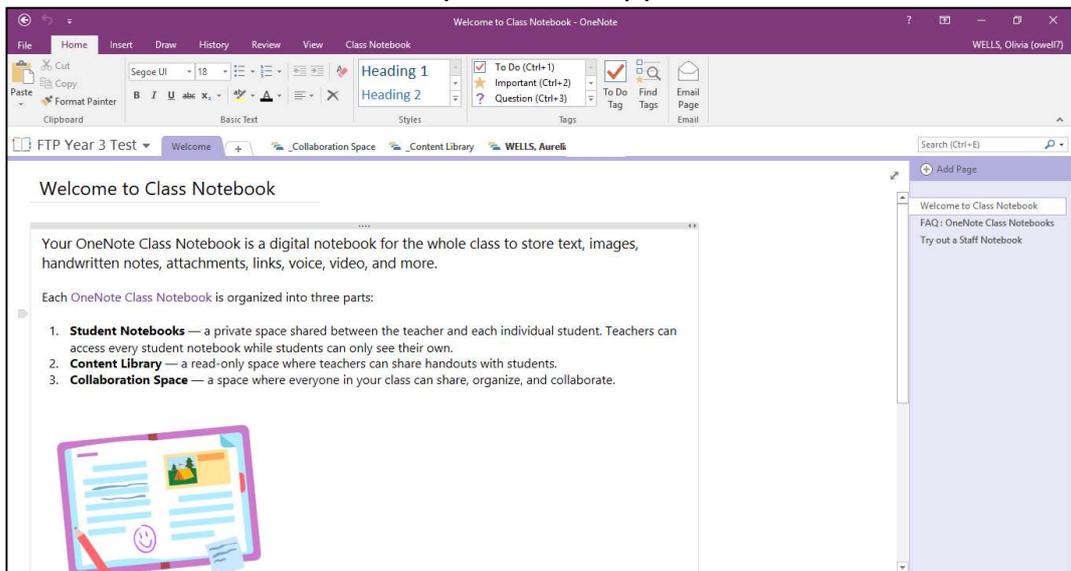
6) Click on the **Open in app** button.



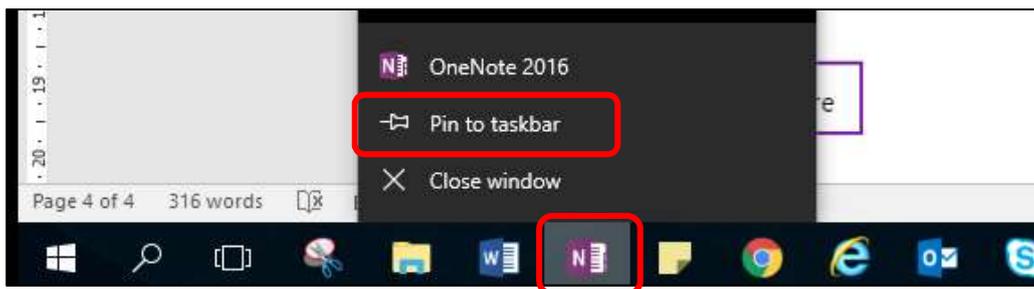
7) Sign in using your **student email address** (e.g. [owell7@eq.edu.au](mailto:owell7@eq.edu.au) **NOT** owell7), click **next** and enter your **password**.



8) Your classroom OneNote will now open in the app.

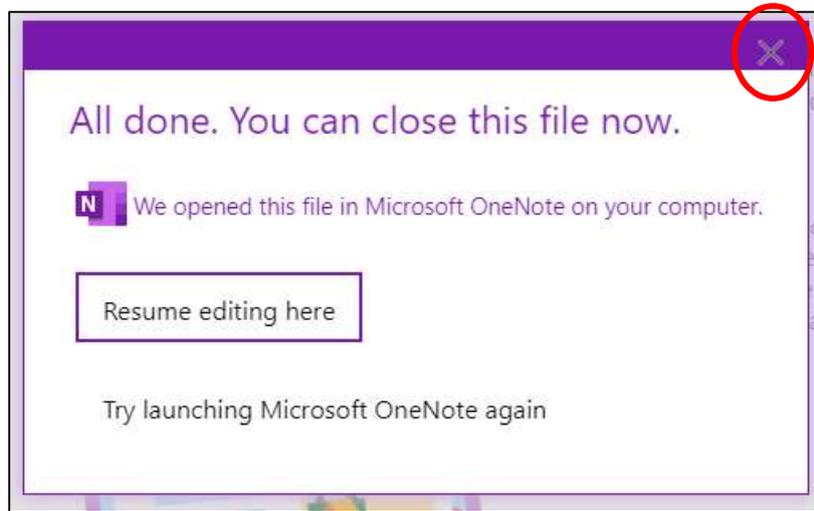


9) **Right click** on the OneNote app icon, and select **pin to task bar**



\*\* Pinning the app to your task bar allows students to continuously access their classroom OneNote via the app, as opposed to the MIS Gateway. By using the app, they will no longer need to log in, just click on the OneNote app and their classroom OneNote will open.

10) Your online OneNote should now be showing this sign. **Click the x** and close the internet.



## How to access classroom OneNote continuously

1) Open the OneNote App



The last OneNote that was open is the one you will see.

\*\*Parents, if you have your own OneNotes within this app, please help your child navigate between these by using the drop down box.



### Trouble Shooting

- Depending on your version of OneNote, your interface may look different.
- For your child to access their Classroom OneNote on the app, **ensure** you have logged into OneNote using their **school MIS email and password**.
- The download process (from online to OneNote app) may briefly go into a non-responsive mode. Please be patient, this is normal with large downloads.
- It is optional to download and use the Microsoft OneNote Ipad app and sign in with a **student account**.
- If you are having significant trouble, please email **BOTH Olivia Wells ([owell7@eq.edu.au](mailto:owell7@eq.edu.au)) AND Duncan Sweeny ([dswee9@eq.edu.au](mailto:dswee9@eq.edu.au))**