195 ROYAL CANADIAN SEA CADET CORPS BICKNELL

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Dear Cadets & Parents,

As you may have heard the cadet program is going through a rapid modernization effort and one such area of key focus area is technology and how we communicate with everyone.

PARENTS:
Your child will be getting a "Cadet 365 Account" complete with a username and password. The Department of National Defense has an agreement with Microsoft Office that every cadet receives a Microsoft 365 account complete with Teams, Outlook, and the entire Microsoft suite. All communication with your child will be direct though Outlook (for emails) and Teams for instant messaging and announcement boards. DND is hosting a lot of self-registrations activities outside of Bicknell's current training schedule. This means your child will need to sign themselves up using their Cadet 365 account for everything they wish to participate in. Teams will be used for your child to ask questions, request leave (permission to be absent/excused from an event), and socialize with their ship mates.

As cadets (new and returning) are registered in our system, they will be provided with an individual username and password. We ask that you and your child go though the steps to access Cadet 365. Link can be found here: https://www.canada.ca/en/department-national-defence/services/cadets-junior-canadian-rangers/cadets/cadet-o365/cadet-onboarding.html. Every cadet will need to be able to access this system and send messages to one another. Please work with your child to set up access and send a "hello" message on our group chat!

CADETS:
As discussed on September 20, please be sure you're able to access Microsoft teams and send a "hello" message in the general chat so we know you have access. Once you're in Cadet 365, please be sure to complete your Cyber Security course in Teams as soon as you're able.

WEBSITE:
Another notable change is our public facing website https://richmondseacadets.com/ will undergo significant changes with only the bare minimum information remaining.

All Bicknell specific information like Monthly Routine Orders (MROs), Warning Orders (WOs), calendar, leave request, cadet photos and various resource links will all be moved a new internal SharePoint website and/or Teams chats. Based on the email addresses submitted to us the beginning of this training year, everyone will receive an invite to join our SharePoint page. Please keep an eye on our email for this invite (and check your spam), we will also make a Wednesday-night announcement once the invites have been sent.

If you have IT related questions, please contact the Help Desk 1-855-252-8082. If you have Bicknell related questions, please speak to your DPO and another senior cadet. Everyone is also welcome and encouraged to email us at 195sea@cadets.gc.ca it is actively monitored by all staff.

Thank you for your patience and support as we embark on this transition.

LCdr Shaun Tofsrud. CD

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