**G\_\_\_**

**Directions:**

1. Set-up a Santa Cruz City Schools student Google account following the directions below.

2. Email me at [julierogers@sccs-stu.net](mailto:gwendolynheskett@sccs-stu.net) In the subject line, include your first and last name and the period (A3, B2, etc.). You do not need to write anything in the actual e-mail.

**Student Google Accounts at Harbor**

\*Students are required to use this account for all communications with teachers at Harbor High

including email and sharing documents through Google Drive.

Go to:  <https://accounts.google.com>

**Uncheck Stay Signed In**!!!

Enter User name: firstinitiallastname##@[sccs-stu.net](http://sccs-stu.net/) (## are the last two digits of student ID) Ex. [jsmith24@sccs-stu.net](mailto:jsmith24@sccs-stu.net))

**Password**: stu##### (##### is your full student ID.

This is a temporary password. You will create your own the first time you log in.

**Make the password at least 8 characters long**. The longer the better. Longer passwords are harder for thieves to crack.

**Record your password here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Create passwords that are easy to remember but hard for others to** **guess**. When possible, use a phrase such as “I started 7th grade at Branciforte Middle School in 2011” and use the initial of each word like this: “Is7gaBMSi2011.” Also record your password on something you ALWAYS have with you so you do not forget it.

**Include numbers, capital letters and symbols**. Consider using a $ instead of an S or a 1 instead of an L, or including an & or % – but note that $1ngle is NOT a good password. Password thieves are onto this.

**Never give out your password to anyone** (except your parents, or teachers if you are worried about forgetting a password). Never give it to friends, even if they’re really good friends. A friend can – accidentally, we hope – pass your password along to others or even become an ex-friend and abuse it.

***A strong password is your first line of defense against intruders and imposters****.*

To email your teachers

User name: firstnamelastname@sccs-stu.net (Ex. [johnsmith@sccs-stu.net](mailto:johnsmith@sccs-stu.net))

Your teachers may be using Google Classroom for many of your projects.

Stay tuned as they instruct you to complete and/or submit work using

Google Apps available to you at SCCS!