

Google Apps for Education- Initial Student Access Instructions

This resource is designed to help teachers work with students on initially accessing their TUSD GAFE account. Though the process will be the same for each student, teachers should determine the best way to assist students in the initial access based on grade level, learning needs, experience with technology, and other factors. It is recommended that whenever possible teachers should be in a computer lab directing students through the initial set up.

Encourage students not to share passwords. GAFE allows for many methods of collaboration between students, so there's no reason for them to provide login information to other students.

Email address: each student has a unique email address with the following properties. This is their username they will use to log in to Google:

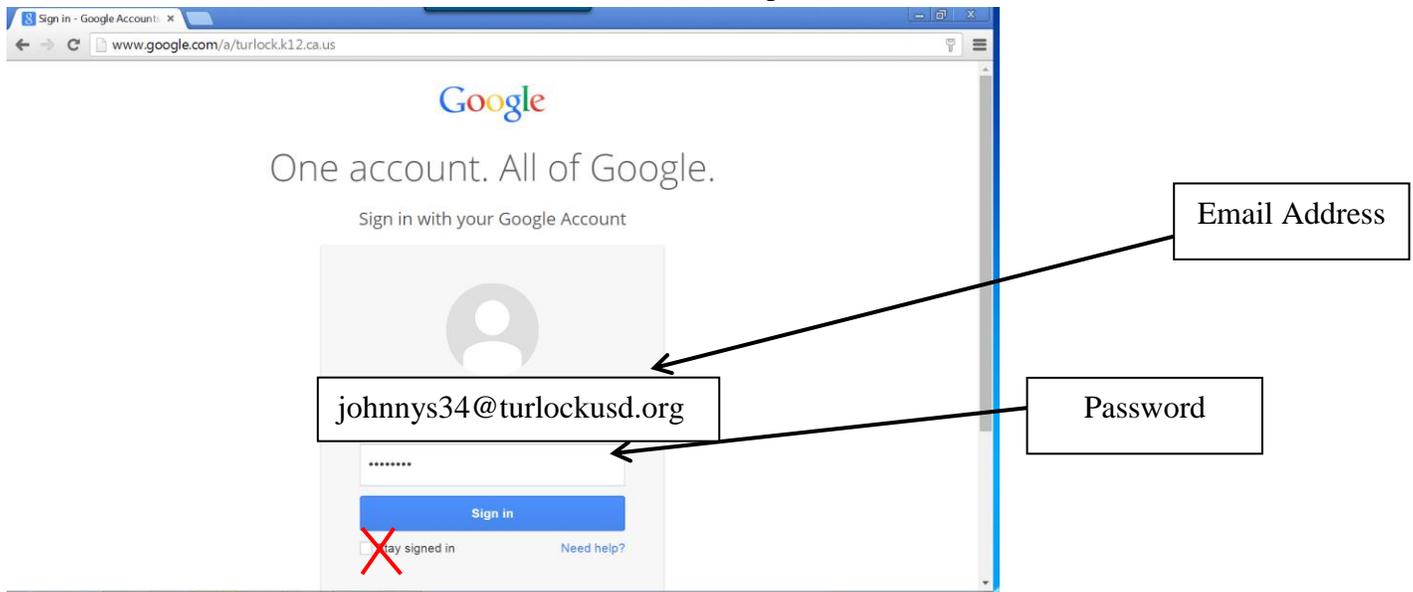
First name, first initial of last name, last two digits of their PERM number@turlockusd.org

Example: "Johnny Student" with PERM number 00000001234= johnnys34@turlockusd.org

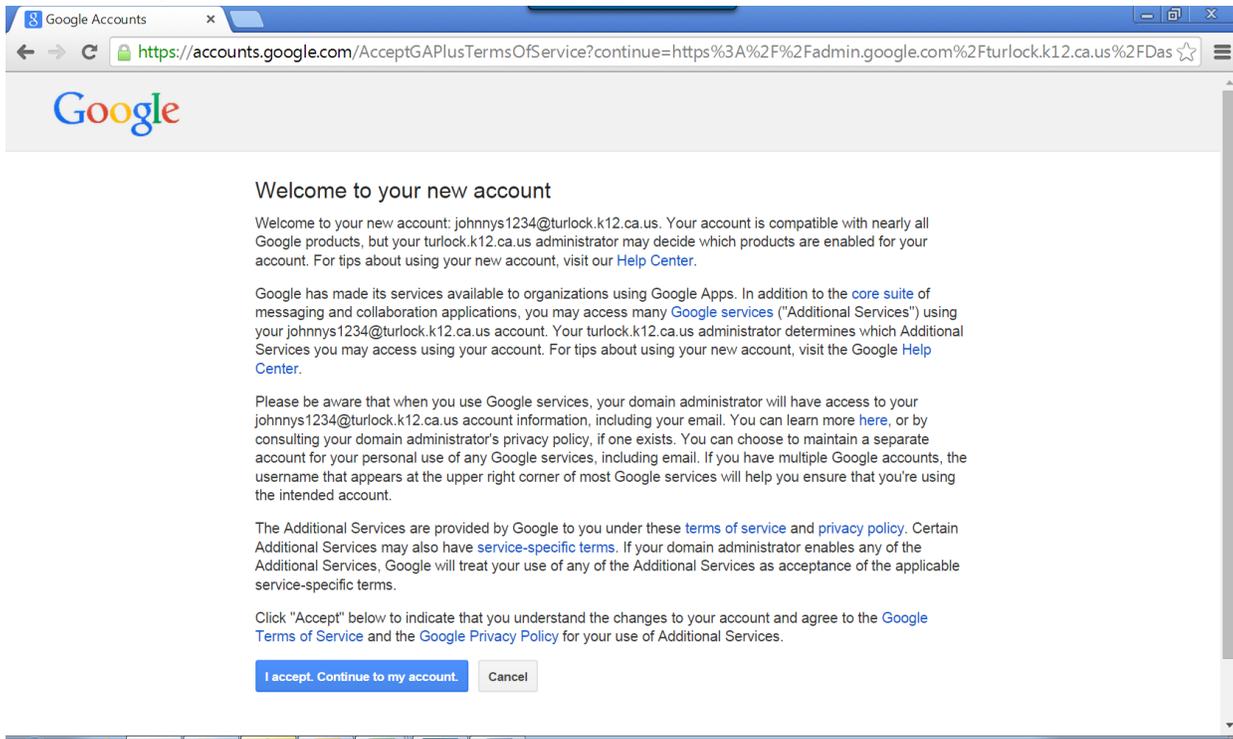
The username is not case sensitive. Students with multiple first names will use both first names without a space (Jo John Shelvy= jjohns). Students with apostrophes or hyphens in their first name will use them in the username (Ashley-Marie Garcia= ashley-marieg)

Password: Each student's initial password is their full 8 digit birthdate (with a zero preceding single digit dates). The password for a student born on March 7, 1997 would be 03071997. The password for a student born on October 9, 2000 would be 10092000. **Once students log in for the first time they will be required to change their password to a new one (see below for more details).**

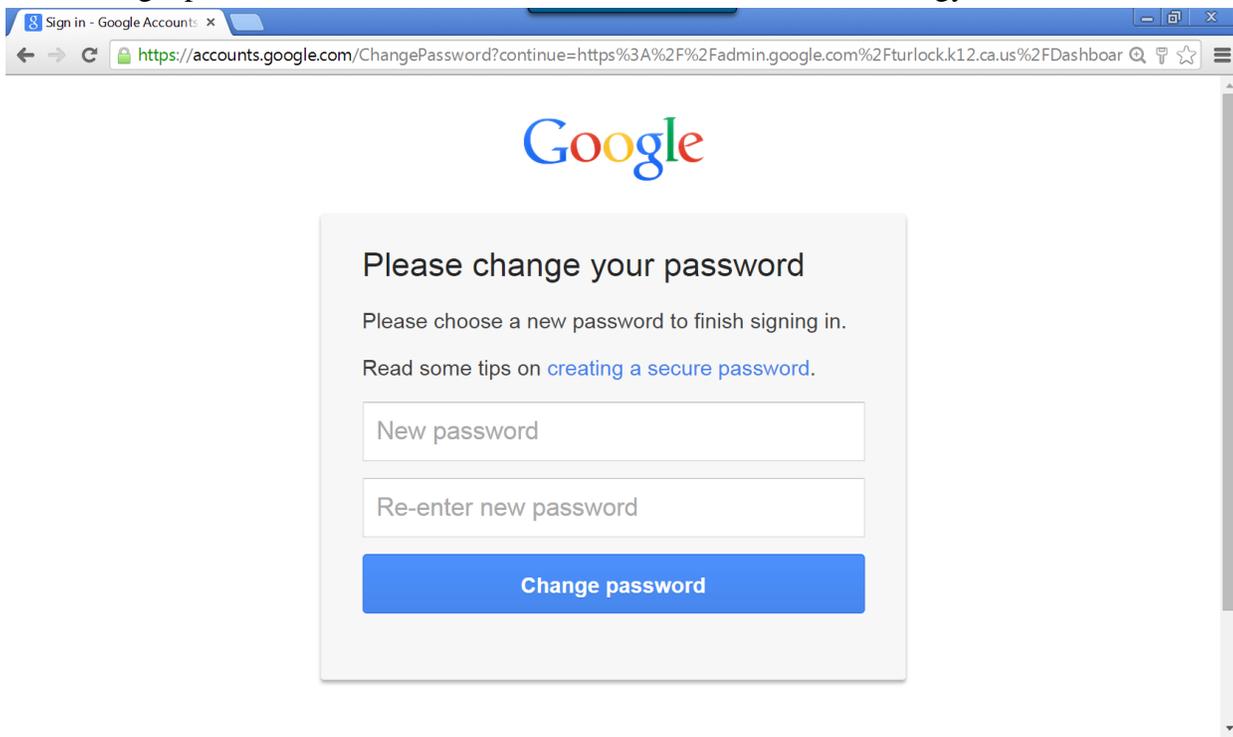
1. Have students go to www.google.com/a/turlock.k12.ca.us to log in. They will type their email address and password into the appropriate fields and click "Sign in." They should never select the "Stay Signed In" when on their student account or on a school computer.



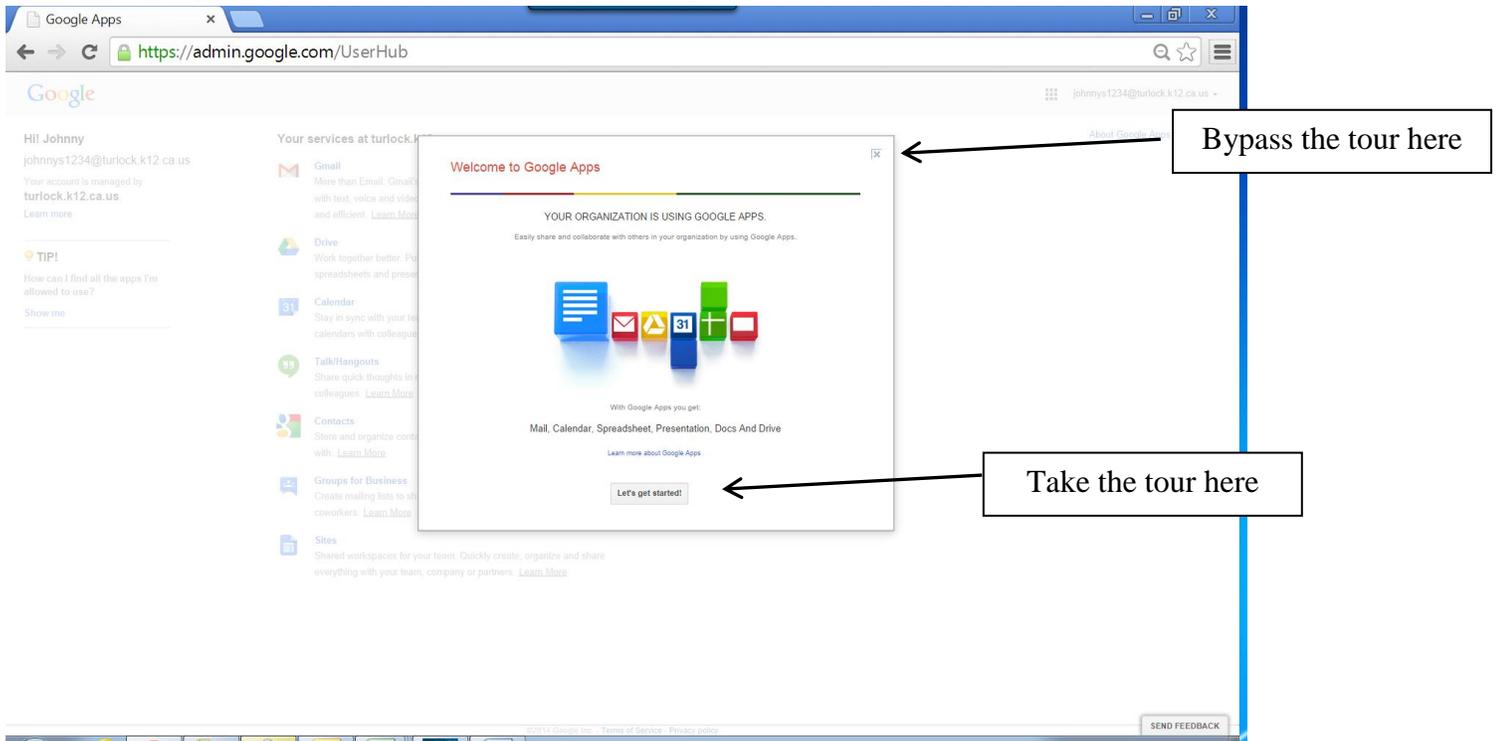
- At the first login, students will be required to accept the terms of use. The TUSD Internet Account Creation Permission form that students and parents are required to sign must be on file before students accept the account.



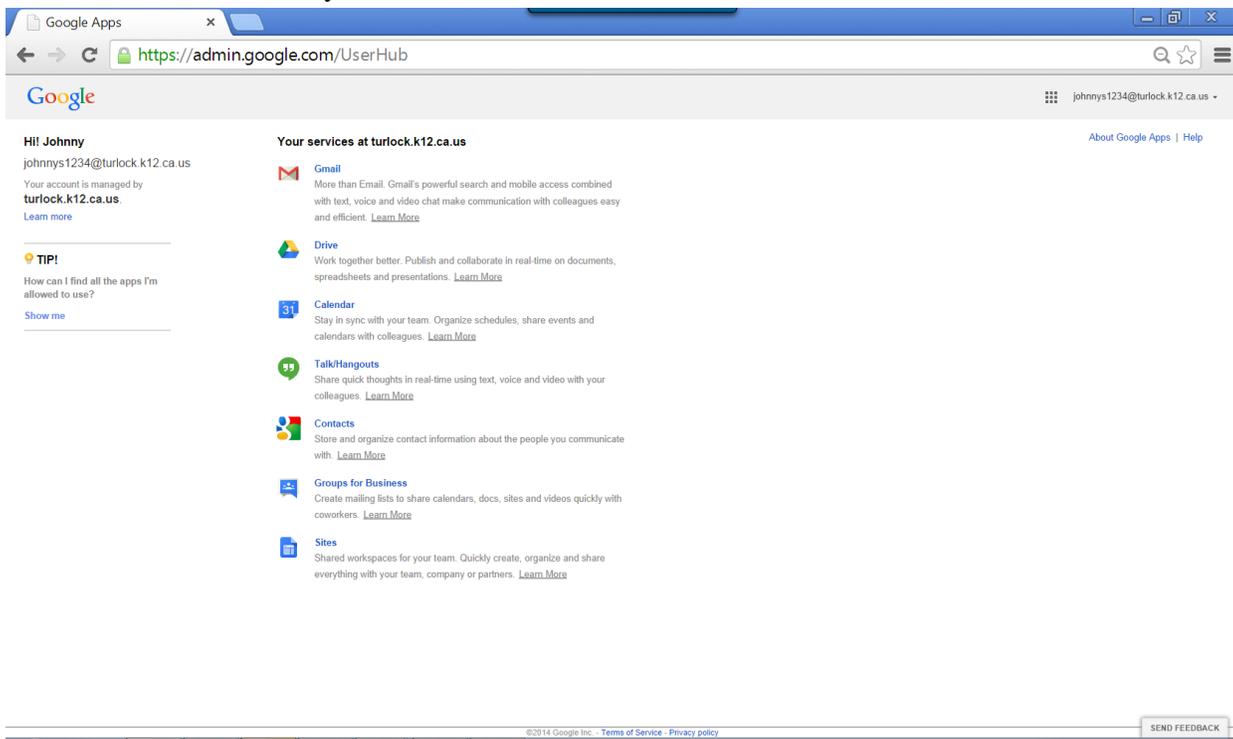
- After accepting the terms of service, students will be required to change their passwords. Passwords must be a minimum of 8 characters long. Google provides tips for creating secure passwords, and will not accept passwords it believes are not secure. Please refer to the Digital Citizenship information provided with this document related to safe and secure passwords. Younger students may need help setting this up. Students need to be reminded never to share passwords or write them down. If students forget passwords the teacher should contact the site lead technology teacher.



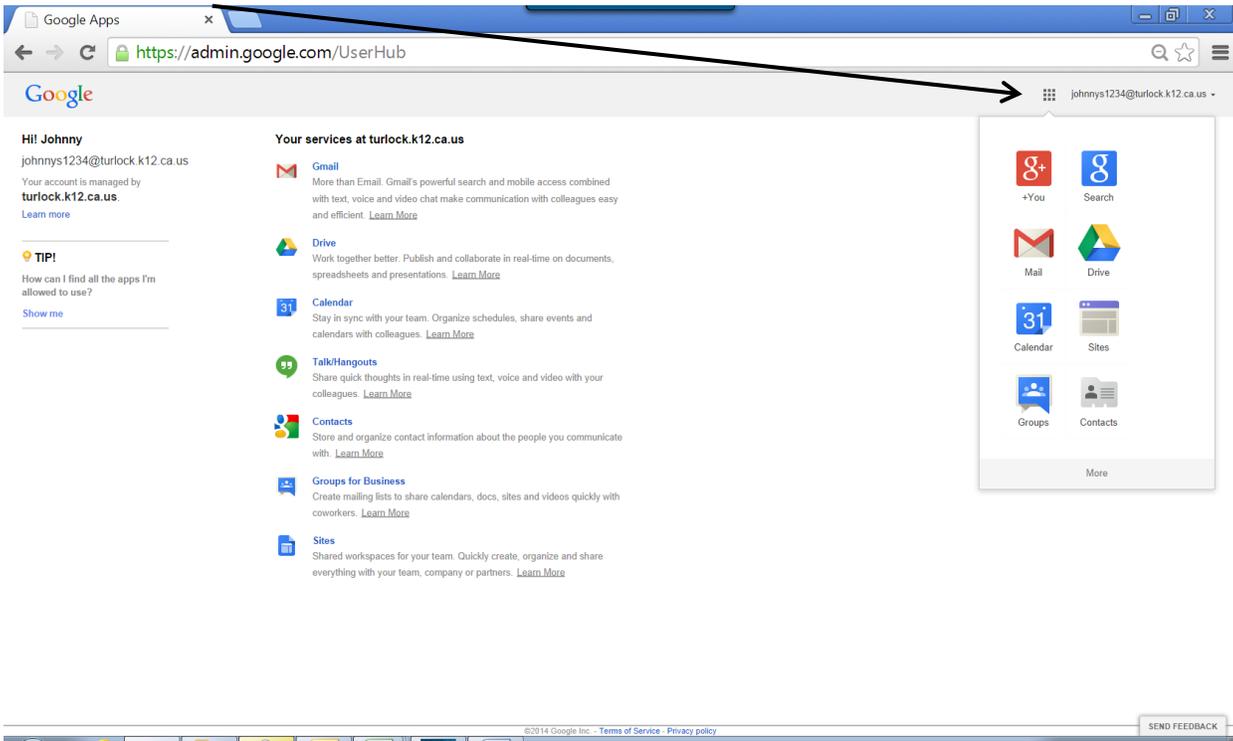
4. After creating a new password, students will be taken to the services screen, which shows them what services (email, sites, drive, etc.) are available to them. They may see a welcome screen that will give them a preview of some of the services. This preview can be bypassed by closing the window out.



5. Clicking on the link next to the service will take the student to that service. Please note that some of these services may not be available to students.



6. The “waffle” at the top right of the screen can always be clicked to open up available services.



7. When finished using a service, students should always sign out of their account. They can choose to sign out by clicking the down arrow next to their email address at the top right of the screen.

