

SHS STUDENT EMAILS - REQUIRED

All SHS students now have a school assigned email through their Google Classroom account. This is the email students are expected to use to send and receive any school related information. This is the email teachers will use to send students information on the access and schedule for all classes. All SHS students should complete setting up their email accounts no later than Aug. 31st.

- All students will use `firstname.lastname@smyrnaeagles.org` as their Google userid, which includes gmail and Clever

- Students in 7th through 12th grade will start with the default password of `SSD#####`, with the `#####` being their six-digit Lunch ID Number. However, on their first login, they will be forced to change their password to something they can remember.

- To Access Gmail:

o From a Chromebook, after logging into the Chromebook, their userid and password is saved. From the browser, click on the nine-dot logo in the top right of the browser screen and choose the GMAIL App. Another method is to simply navigate to `gmail.com` in the Chrome browser.

o From a Windows computer or other device, open a browser (we recommend Chrome or Firefox) to `google.com`, If the Google App logo (the nine-dot logo) is there, click on it then choose GMAIL. Enter the full userid, `firstname.lastname@smyrnaeagles.org`, click next, enter the password, then click next again. Gmail opens and access to all apps is also available. Another method is to simply open a browser on the device and navigate to `gmail.com`.

- Students will only be able to send and receive emails to other `@SMYRNAEAGLES.ORG` or `@SMYRNA.K12.DE.US` accounts. We have also made exceptions from the Messenger app.

- If a 7-12th grade student forgets their password, or otherwise wants to change their password for security reasons, please have them call (302) 653-2754 during the school day and we can assist them with resetting their password to a temporary password, and requiring them to change it at the next login.