GPS SCHOOL E-MAIL & GOOGLE DRIVE

Google School Mail: if you have not yet accessed your School Google Mail, please go to mail.google.com using the log in information of: FirstName**.**LastName@guthrieps.net. Remember, this uses your "real" first name, not your "go by" name.

If you are a JH-HS student new to the district, your password will be Bluejays2 and you will be prompted to change it using the parameters below.

If you are a returning Guthrie Schools student, use the password you originally chose. If you do not remember, try Bluejays2.

Password Parameters:

- Something you can remember & type correctly each time!
- Do not use your girlfriend's or boyfriend's name, because if you have a fight or break up….. eeks!
- Contains 8 or more characters that must include:
    - An Uppercase Letter o
    - A Lowercase Letter o
    - A Number
    - A Special Character

If you cannot log in to your School E-mail or your School Google Drive account, please complete this _form_.

If you submit the form, please wait for us to reset your information. An e-mail will be sent to the address listed on the form. You can then complete the assignment.

Students New to BJA / Assignment Part 1:

Using your School Google Mail, please send an e-mail to BJA@guthrieps.net and tell us a little bit about yourself: your full name, your likes & dislikes such as chocolate & spiders. We don't want to hear class stuff, we want to know about YOU. What do you like to listen to, what do you like to watch, what do you like to play? Do you have a favorite team, artist, performer, author, or designer? Tell us what you would like to do after you graduate high school and   why this interests you.

Please remember that this is not text messaging or chatting with your peers. Use proper capitalization, punctuation, complete words and sentences.

If you have trouble accessing your e-mail, please continue reading.

All Guthrie Public Schools students have free storage space in Google Drive.

To access **Google Drive** for Students, go to drive.google.com or use the Google apps access method provided with your device.

The login for Google Drive is the same as your School/Google E-mail log in and password.

As you go through the year, all items created for your classes should be saved in your Google Drive.

Google Drive is Google's online service for storing and managing your documents in the "cloud." Google for Education is designed specifically for educational use.

The basic **Google Apps** are:

- Google Docs (word processing)
- Google Sheets (spreadsheets)
- Google Slides (presentations)
- Google Drawing
- Google Forms

All Google Apps are free.

All Students Assignment Part 2:

Google Chrome Browser: you will also want to make sure your device or system has the Google Chrome Browser installed. This can be downloaded for free from http://google.com/chrome

Going forward you will use our SSO (Single Sign On) app, **Clever**. Your next task / link will be guidance on accessing **Clever**. You will use the log in information from this page to sign in to **Clever**. From **Clever**, you will be able to access Google apps including your school e-mail, Edgenuity (our online course provider) and other applications.

On the BJA "Getting Started in BlueJay Academy – Logging in 101" webpage, click on the "Information on Accessing Clever, our SSO App" for your next task.