

More Information About Your Student's Account

Why Student Accounts?

Ideally, this will be a centralized location for students to check their daily calendar, classrooms, and messages. As we transition to online learning, it is easier to share information (files, documents, applications, etc.) within our own domain. With students spending more time online, we also recognize the need to encourage appropriate usage and ensure student safety by tailoring student permissions settings.

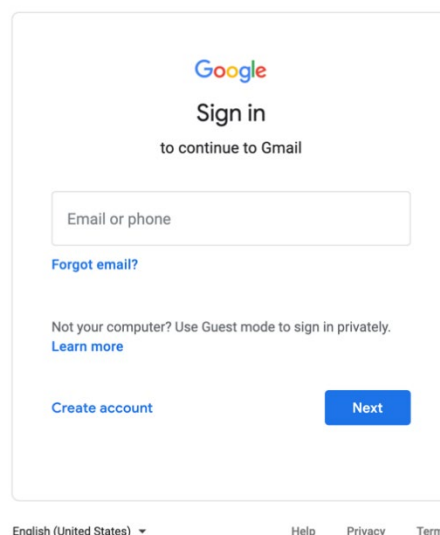
Student Account Permission Settings

- Students cannot receive email from anyone outside of the @crowden.org domain. Likewise, students cannot email anyone outside of the @crowden.org domain and student email cannot be forwarded to non-school accounts.
- Students accounts will be suspended after the end of the academic term. If you wish to save a document long term, it should be downloaded to your personal computer.
- Students will not have access to instant messaging applications like Google Chat. We will continue to monitor which applications are constructive to online learning.
- We welcome parents' input when it comes to these permission settings. If you have additional concerns, please let us know.

How to Get Started


Setting up the account

- 1.) Sign onto Gmail using the email and the password provided in your email.



The image shows a screenshot of the Google Sign in page. At the top, the Google logo is displayed in its multi-colored font. Below the logo, the text "Sign in" is centered, followed by "to continue to Gmail" in a smaller font. There is a text input field with the placeholder text "Email or phone". Below the input field, there is a link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left, there is a link "Create account". At the bottom right, there is a blue button with the text "Next". At the very bottom of the page, there is a footer with "English (United States)" on the left, and "Help", "Privacy", and "Terms" on the right.

2.) Review and Accept Google's Terms & Conditions.



Welcome to your new account

Welcome to your new account: ittestuser1@crowden.org. Your account is compatible with many [Google services](#), but your crowden.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your ittestuser1@crowden.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.


If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your ittestuser1@crowden.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

[Accept](#)


3.) Follow the prompt to change the password.

Password Requirements: 8 characters



Change password for
ittestuser1@crowden.org

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

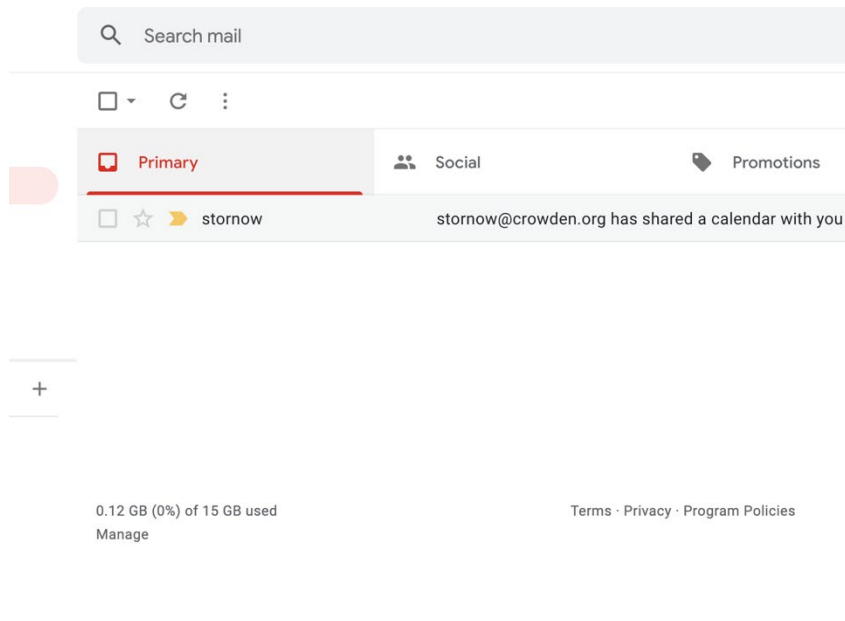
Create password

Confirm password

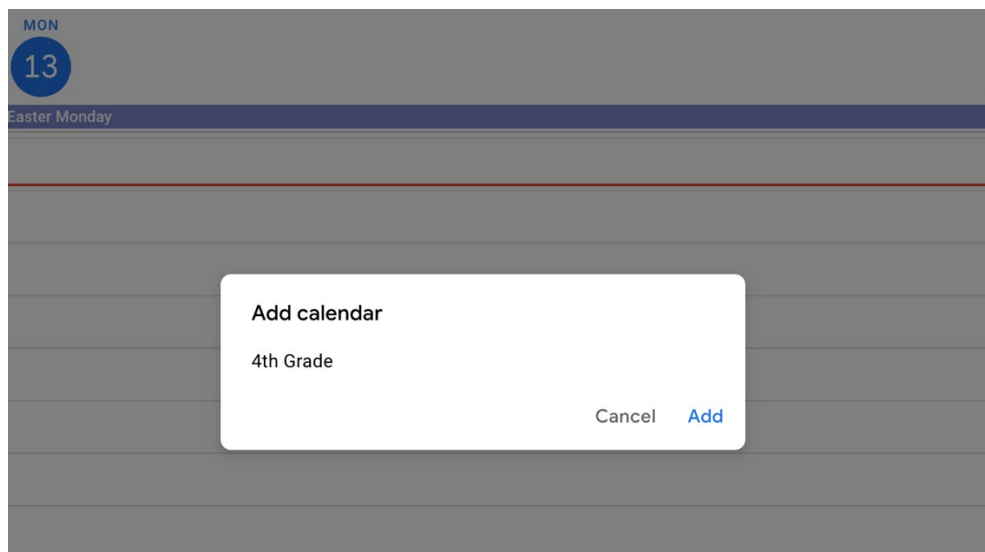
[Change password](#)

Adding Calendars

1.) In the email account you will see emails with the subject: stornow@crowden.org has shared a calendar with you.



2.) In the body of the email, click the link "Add This Calendar." This will take you to the Calendar and ask you to click "Add" again.

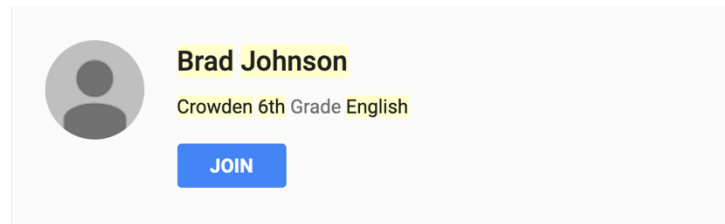


3.) You only need to do this once for the student's grade level. Classroom calendars are added when you join a class.

Adding Classes

- 1.) For classes using Google Classroom, you received emails with class invitations. You can join classes through the links in those emails.
- 2.) In the body of each email, click "Join."

Brad Johnson (bjohnson@crowden.org) invited you to the class [Crowden 6th Grade English](#).



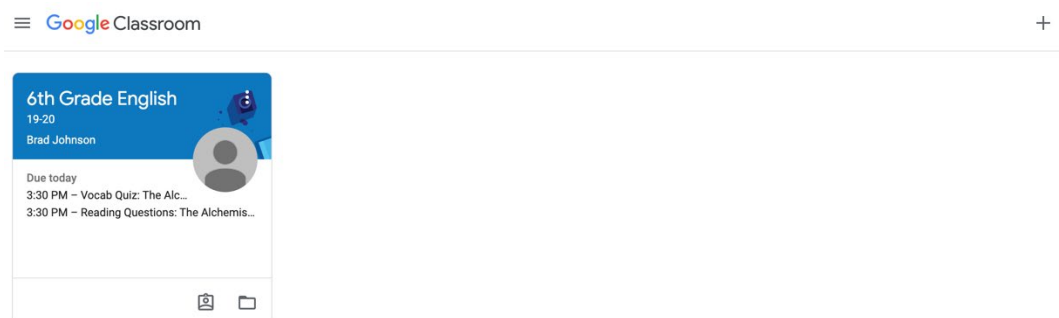
If you accept, your contact information will be shared with the [class](#) members and applications they authorize to use Classroom. [Learn more](#)

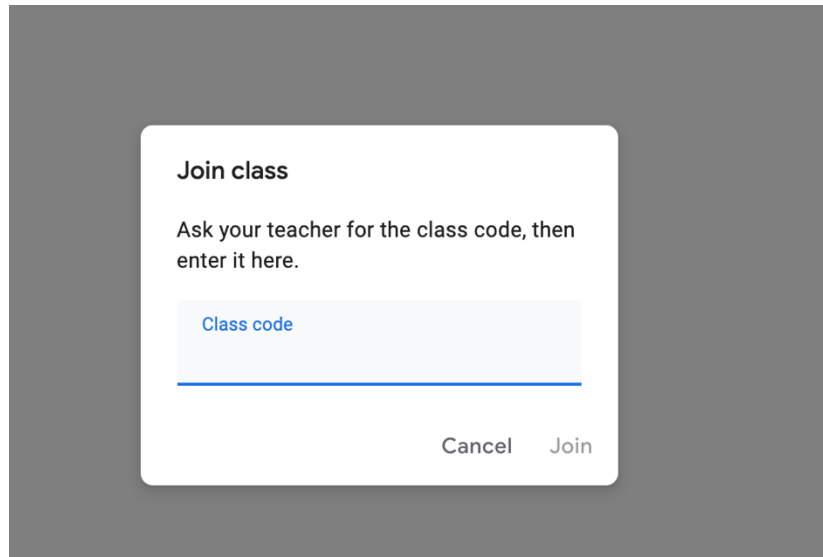
If you don't want to receive emails from Classroom, you can [unsubscribe](#).

- 3.) If you want to add a known class but do not see an invitation for it, navigate to Google Classrooms. The waffle (6 circles forming a square) in the upper right will show you the applications available in G suite. Scroll down until you find Google Classrooms.



- 4.) Click the Plus sign in the upper right to add the class. Then type the class code given to you by the teacher.





The account is now ready to be handed over to the student.

For questions, please contact the frontdesk@crowden.org.