

Google Apps Informational Sheet

As part of our continuing emphasis on leveraging today's technology in our classrooms, all students at Marin Catholic will be given Google Apps accounts. Google Apps for Education offers a powerful set of collaborative online tools, including:

Gmail: Google's email program.

Docs: Create documents, spreadsheets, and presentations online and collaborate on edits and revisions with teachers and other students.

Calendar: A simple yet powerful calendar, with the ability to create multiple calendars and share them with family, student groups, teams, etc...

Sites: Google's website creation tool.

Picasa Web Albums: Upload and store pictures online and share albums or slideshows with teachers and classmates.

Since Google Apps is online, all of these services are accessible anywhere that students have an online connection. In order to access these services, students will need to log with a specific username and password.

The student's username and password is configured as follows:

Username: first initial + last name + graduation year + @marincatholic.org
(for example, John Doe, a senior, would be jdoe2012@marincatholic.org)

Password: mchs + first name initial + last name initial + student number
(for example, if John Doe's student number was 00000, his password would be mchsjd00000)

To log in, students can open a web browser such as Safari or Firefox, navigate to <http://www.gmail.com>, and enter in the username and password as described above.

(Tip: Make sure the student is putting @marincatholic.org at the end of their email address. Without that, they will be unable to log in.)

If desired, students can change their account password in the account settings page. If they forget their account password, they will need to use a password reset form so the Marin Catholic tech department can reset it. Students can find the password reset form, along with other FAQ's and help articles, at the MC Student Tech Portal:
<https://sites.google.com/a/marincatholic.org/student-tech-portal/>