

Student Google Account Set-up Instructions

Step 1: In your internet browser type accounts.google.com and press enter. This will be where you enter the user id and password to login to your new WPS google account.

Step 2: Type your new Google account user ID in the box provided and click "Next". The user ID will be the first initial of the first name, the first initial of the last name of the student and the student ID number without spaces, followed by "@student.wpsok.org". Please see example below.

Step 3: Type the Password in the box provided and click "Next". The password will be the first three letters of the student's last name and their birthday without spaces or additional characters. Please see example below.

Step 4: Follow the instructions to set a new password that only you would know.

Example:

Student name: John Smith.

Student ID: 123456.

Birthday 01/01/2001

Google account: js123456@student.wpsok.org

Password: Smi01012001