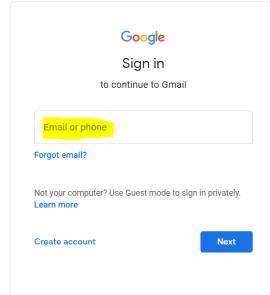
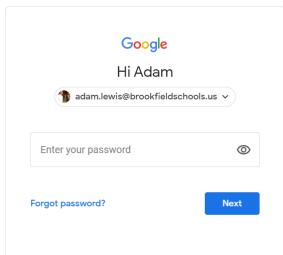


BLSD GMAIL LOGIN INSTRUCTIONS

Please see the following instructions for accessing a students' Gmail account. In order for staff and students to effectively communicate it is important that students and families know how to login.



- 1. Go to the following address gmail.com**
- 2. Enter the student's email address (DO NOT CREATE ACCOUNT)**
 - a. All student email addresses are specific to them and are as follows:**
 - i. 2 digit graduation year/last name/first initial@brookfieldschools.us (example: 24lewisa@brookfieldschools.us)**
- 3. Next you will be prompted to enter a password.**



- a. All student passwords are specific to them but follow certain criteria. The student password is an 8 digit number that is made up of their student ID. However, student ID's are 5-6 digits long. In order to get to the 8 digit requirement students will need to enter 2 or 3 zeros before putting in their student ID.**
 - i. Example: If student ID is 12345 the student would need to enter the password as 00012345**
 - ii. Example: If student ID is 123456 the student would need to enter the password as 00123456**
- 4. Students will now have access to their own @brookfieldschools.us email account.**