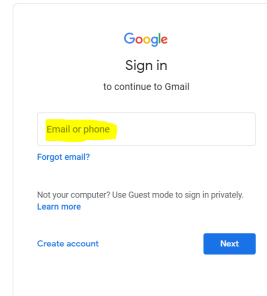
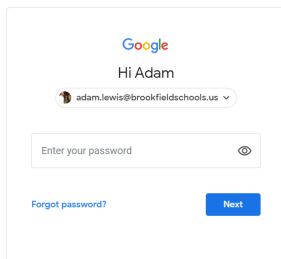


BLSD GMAIL LOGIN INSTRUCTIONS

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: 24lewis@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.