**Accessing PASD Google Email-Teachers**

1. To access your Google email account and other features in it, go to:

<https://accounts.google.com>

1. Teacher Account log in:

Username:

* use your Punxsy email name—ie. jsmith- and add “@pasdk12.us”
* temporary password: chucks123
* example: [jsmith@pasdk12.us](mailto:jsmith@pasdk12.us)
* Mike McMahan is your contact if you forget your password and need it reset.

1. You will be prompted to agree to the terms and then you can reset your password. I suggest if you have another gmail account, to use the same password to help you remember. You must use at least 8 characters.
2. This account allows you access to many Google tools. If you are not familiar with them, you can schedule demonstrations or help with the Tech Coach.
3. Students will also now have accounts. Their emails will be as follows:

[15fedigan\_andrew@pasdk12.us](mailto:15fedigan_andrew@pasdk12.us) (The emails for students all begin with their laptop student log in name and graduation year. If a student has a shortened log in because his or her name is too long, this should also be used for gmail.

Contact Melissa Fedigan if you have questions.