

# **Student Google Account Login Information**



# Create a Master Password for your Google Account

Passwords need to be:

- Something you can remember
- 8 characters long
- Have at least 3 kinds of characters
  - Capital Letters
  - Lowercase Letters
  - Numbers
  - Symbols

Passwords **CANNOT** contain your name, ID #, or birthday!

# Password Examples

Dolphin43

- ★ Favorite animal and number ✓✓
- ★ Capital, lowercase, and numbers ✓
- ★ Not my name, ID, or birthday ✓

1lov3book\$

- ★ Looks like I love books ✓
- ★ Numbers, lowercase letters, and symbol ✓
- ★ Not my name, ID, or birthday ✓

- When creating a password, use something that you will remember.
- Write your new master password somewhere where you won't forget it. Ex: notes in your contacts in your phone

# How to Login:

1. Open an Internet Browser on your computer
2. Go to <http://www.google.com/accounts>
3. Enter your login information:
  - a. Username: [goidnumber@my.hartdistrict.org](mailto:goidnumber@my.hartdistrict.org)  
(go + ID number + @my.hartdistrict.org)
  - b. First time Password: fl.MMDDYY
    - i. f = first initial (lowercase)
    - ii. l = last initial (lowercase)
    - iii. Period
    - iv. MMDDYY = 6 digit birthday
    - v. John Doe born 5/21/99 = jd.052199

# Changing Your Password

- Once you login you will be prompted to accept terms and conditions. Accept them and you will need to change your password.
- Now use your new password you created

# Using your Google Account

- **Email Address:** idnumber@my.hartdistrict.org
- **Gmail:** Use this as your email, students and teachers addresses will pop up as you start to write their name in an email.
- **Drive:** Create documents, presentations, and spreadsheets that automatically save and can be shared with others. Upload any file type to store files with up to 30GB of space (no more need for a flash drive).