Creating a HSE Google Account

Simple Instructions

1. Go to a Google login page.
2. Your school email address is in their Skyward profile. (username@hsestudents.org)
3. Go to Google and sign in with that address.
4. The password is 00studentid (As in two zeroes then their student ID number.)
5. After you login, change your password to something you will remember.

Complicated Instructions

Steps for students to follow to log into their school issued Google Account.

1. Open a browser
2. Go to the Google Website
3. In the upper right hand corner of the website click on "Sign in"
4. In the log-in box on the screen type the your username and password **for your school account** (see below)
   a. You username is your skyward username@hsestudents.org. Most students don't know their skyward log-in because they use their parents/family log in. THIS WILL NOT WORK. You need to follow the formula below if you don't know your skyward log-in:
5. The first 5 letters of your last name (if your last name doesn't have 5 letters use all of the letters in your last name) followed by the first 3 letters of your first name followed by three zeroes (unless you have a really popular letter combo, then it may have 2 zeroes and a number 1 or 2) followed by @hsestudents.org

   EXAMPLE - John Smith's username could look like this: smithjoh000@hsestudents.org

   Your password will be 2 zeroes then your lunch number (00_ _ _ _ _ _) *** the only way this will be different is if you have logged into your school account previously and forgotten the new password you established. If this is the case HSE Helpdesk will have to reset the account.

6. You should be prompted to immediately change your password. PLEASE MAKE IT SOMETHING YOU WILL REMEMBER!

If the above directions are followed and the user is still unable to log into their account here are a few trouble shooting options:

1. Make sure everything was typed correctly
2. Call guidance and ask for the student's skyward username (not password) and follow the directions again
3. Call HSE Helpdesk to have the student's account reset.