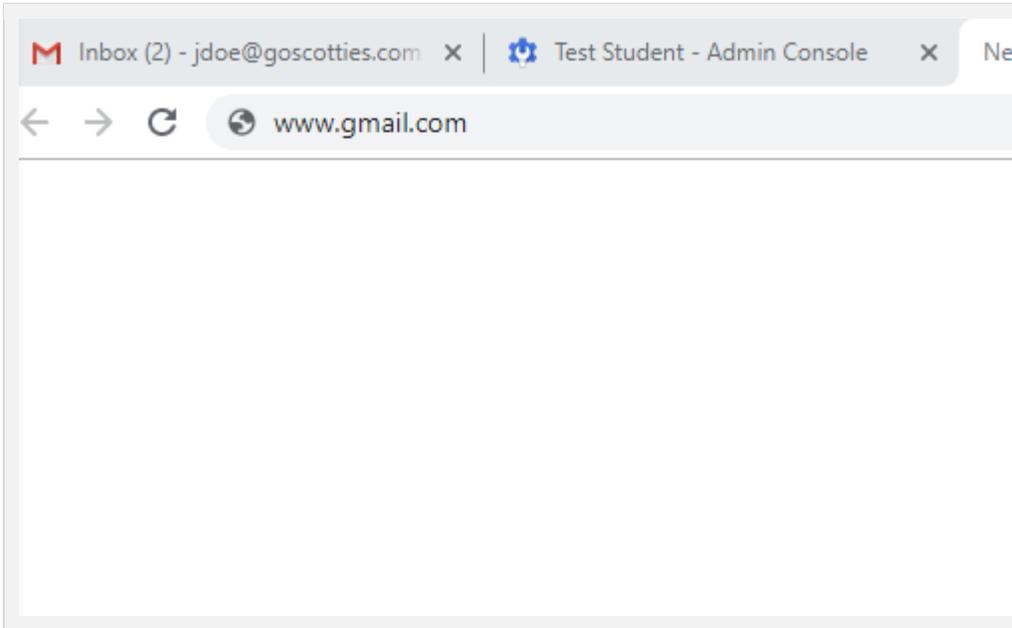


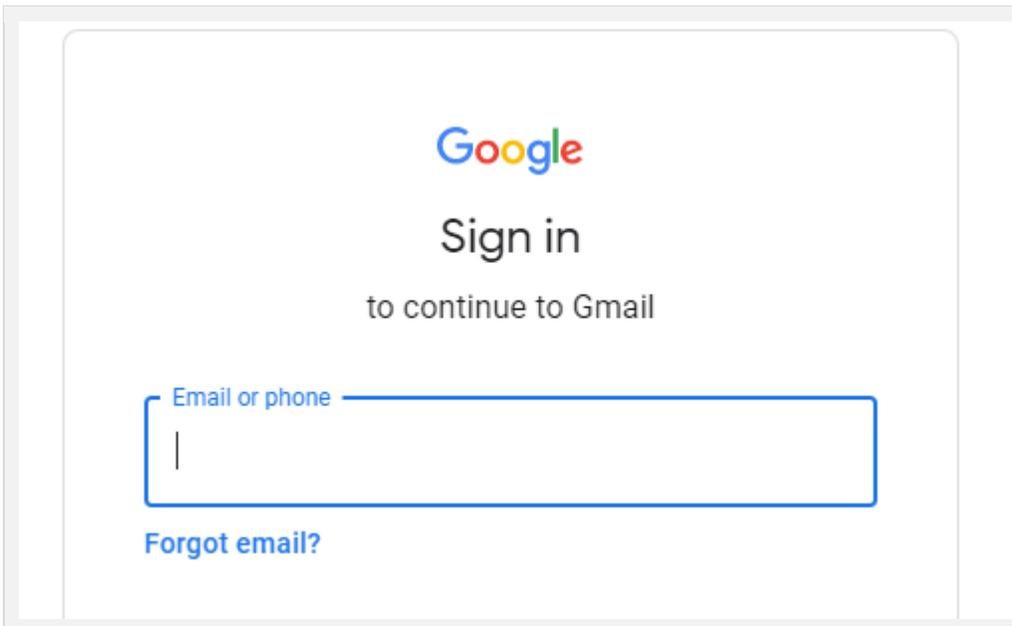
Introduction

GoScotties accounts are used by students and staff to access the Google Gsuite. A GoScotties account enables you to login to chromebooks or access your Google Classroom. GoScotties Gsuite is an integrated suite of secure, cloud-native collaboration and productivity apps powered by Google includes Gmail, Docs, Drive, Calendar, and more.



STEP 1

Open your browser and browse to www.gmail.com

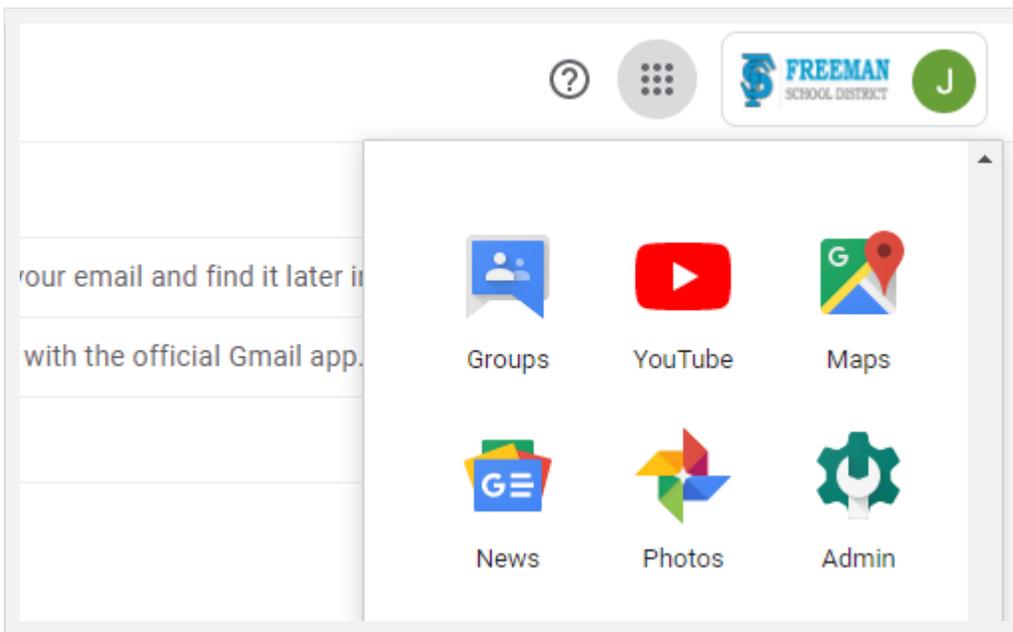


STEP 2

Enter your issued GoScotties
Credentials

Email Address - (ie.
jdoe@goscotties.com)

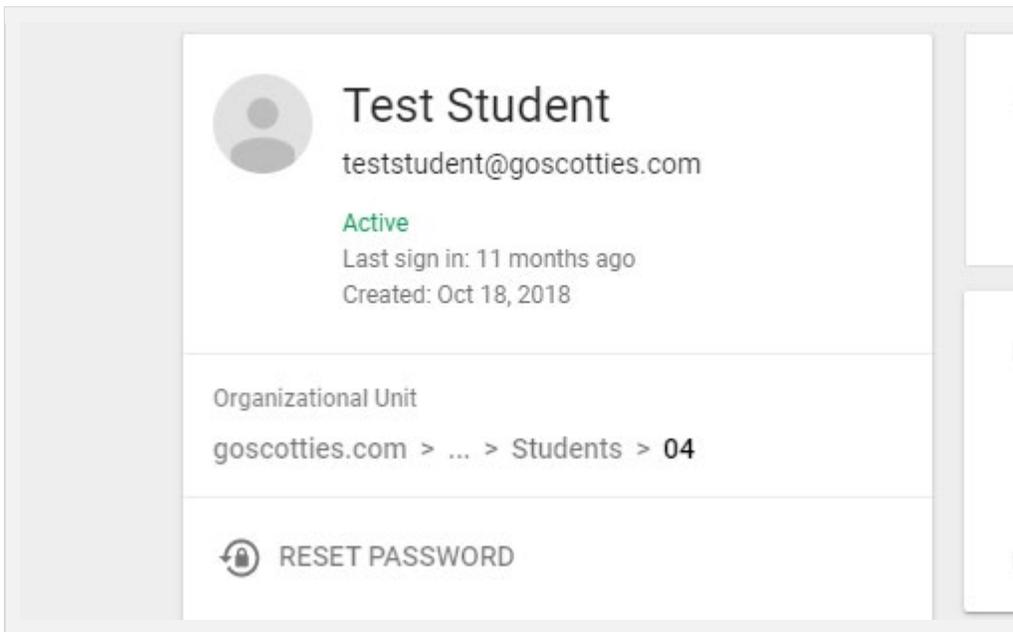
Password -



STEP 3

Click the Google App Launcher (9 dots) in the upper right corner of the screen

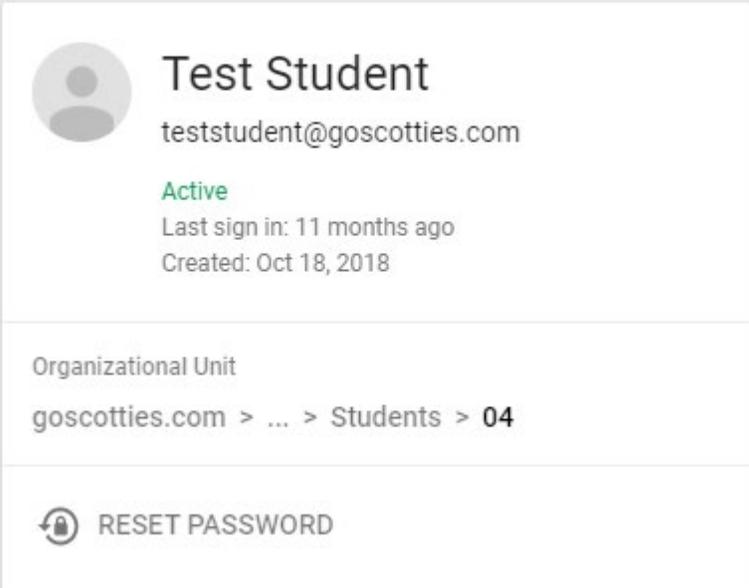
Select More and '**Admin**' cog icon.



STEP 4

Search for desired user in the top search bar

Select the specified user



Test Student
teststudent@goscotties.com
Active
Last sign in: 11 months ago
Created: Oct 18, 2018

Organizational Unit
goscotties.com > ... > Students > 04

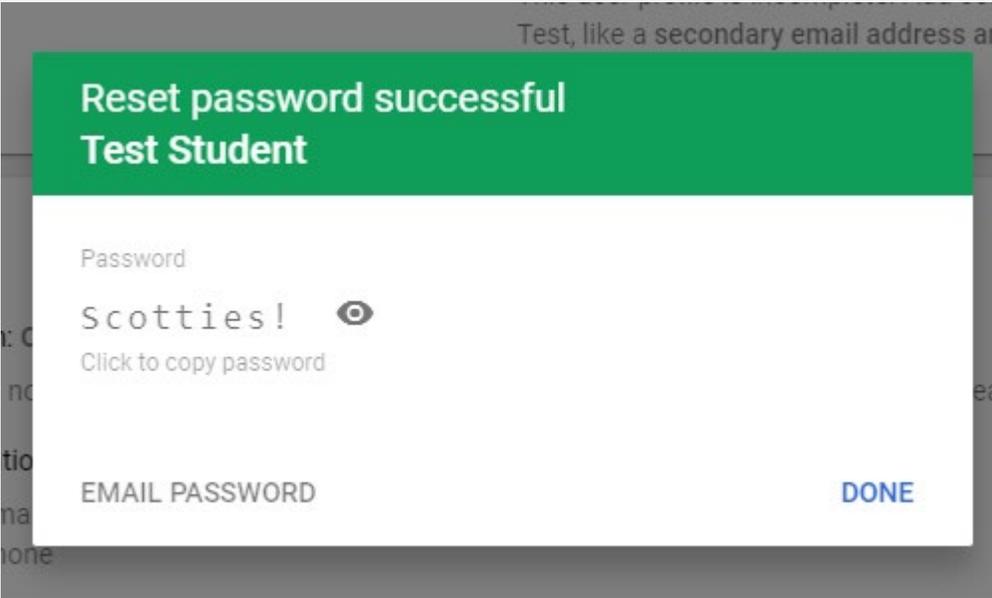
RESET PASSWORD

STEP 5

Select Reset Password

Type a new password (select option to change at next login if need be)

Select Reset



Reset password successful
Test Student

Password
scotties!

Click to copy password

EMAIL PASSWORD DONE

STEP 6

Verify password set by pressing the eyeball (show) icon

Press Done