

Parents & Students,

With the upcoming one to one initiative for Chromebooks and Google classroom there was a need to establish our very own Domain [shadysidelocal.org](http://shadysidelocal.org)

All staff and student members have an account in this domain including a new email address. To activate the account you will need to log into Google using your new **shadysidelocal.org** email address. This address was formed from the first 2 letters of your legal first name, your last name and the last 2 digits of the year you are expected to graduate.

**Example: If your legal name was John Doe and you are due to graduate in 2028 then your new email account would be: [jdoe28@shadysidelocal.org](mailto:jdoe28@shadysidelocal.org)**

To activate your account you will need to open your web browser and go to Google's homepage, just type google in your search bar. Once on Google's home you will sign in by clicking on the sign in button located at top right of page:



It may indicate that you are already signed in if you already have a Google account, if so, you need to sign out, and then sign in using your new email account.

Use your new domain email address and the password: **pass1234**  
You will be prompted to create a new password, upon successful completion of creating your new password, set up 2 step verification and an recovery email