

# Activating Student G Suite Accounts

**\*\*Note that this process is required after consent is received. Passwords on student accounts need to be reset in order to activate their G Suite accounts!\*\***

1. Go to the SD28 computer or laptop program called **"SD28 Reset a Student Password"**



click on Windows menu (bottom left corner of Desktop) and go to **All Programs...Staff Programs...**

**SD28 Reset a Student Password**

2. Search for your student in Global Search by first or last name or fill in the cells in Reset Password

fill in details and reset password with pupil number as password

search by first or last name

**\*\*Make sure that this box is unchecked\*\*** click **Apply** to finish

Fill username with: SD28\FirstLastname

3. Click on the student from the search results and "Reset password":

fill in details and reset password with pupil number as password

Click Reset password to get pop-up

**\*\*Make sure that this box is unchecked\*\***

click **OK** to finish

4. Student can now login with their Google Account and Accept permissions on their first entry

Username: **FirstLastname@sd28.org**

Password: **pupil#**