
TO: The Parent/Guardian of _____

FROM: Teacher: _____

Class: _____

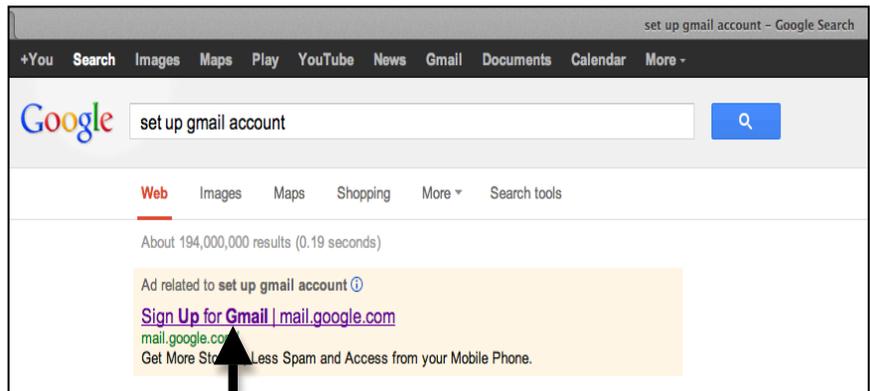
Dear Parent / Guardian:

To be able to access the Class Website where your child’s Teachers/Providers can regularly communicate with you and other parents/guardians, you would need to set up a Google Mail (GMAIL) account.

Below are instructions on how to set up this GMAIL account:

STEP 1:

Using a computer, open Google and type “*set up gmail account*” on the search bar. Press Enter/Return.



STEP 2:

Click on the *Sign Up for Gmail* link.

Step 3:

Fill out all the all the items on the form

Create a new Google Account

Your Google Account is...
organize, collaborate, discover, and create. Use Google products from Gmail to...
You Tube

Type your NAME here → Name (First, Last)

Choose a USERNAME and PASSWORD (please DO NOT LOSE this information) → Choose your username, Create a password, Confirm your password

Type your Birth Date → Birthday (Month, Day, Year)

Type your Gender → Gender (I am...)

You do not need to fill these out. → Mobile phone, Your current email address

Type the Verification Text shown (in this example, you should type: *Lovers istedfi*). → Prove you're not a robot (Type the two pieces of text: *Lovers istedfi*)

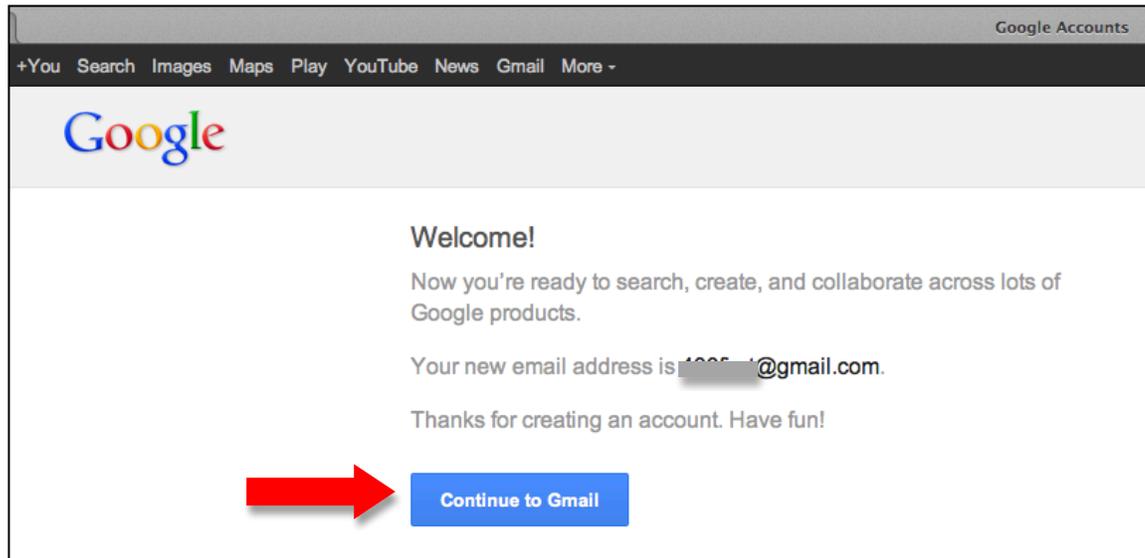
Check this BOX to agree to Google's terms of service → I agree to the Google Terms of Service and Privacy Policy

Click NEXT when you're finished → Next step

Learn more about why we ask for this information.

Step 4:

Click **CONTINUE TO GMAIL**... then you're all done!



WHAT'S NEXT...

You will soon be receiving an Email Message from the teacher containing a **Link** to the **Class Website** of your child. This may be sent to your email address that you may have previously provided your child's teacher, or it may be sent to you newly created Gmail address.

In any case, you will be asked to enter your **GMAIL Username** and **Password** to access the Class Website... so please do NOT lose them.

HINT: Write down your *Username* and *Password* here...

Your GMAIL USERNAME is: _____

Your PASSWORD is: _____

...or take a photo of them using your phone

...THEN **keep this sheet** in case you forget your username/password.