

How to get email and Google docs access for new students

- 1- students from out of 4j won't have an email (user name) account for about 3-5 days. This is assigned by "downtown" Once they do,
- 2- Teachers can help set up the password. This is much easier than having Jake do it, as the teacher has the student right in front of her/him AND the student can choose the password, rather than having Jake do it.
- 3- Here is how you find the user name and set up the password:

NOW to get the password set up a teacher can:

- 1) Find the user name in Synergy by looking up the student's profile. It is the information in the "email" field.
- 2) In your web browser, paste in: password.lane.edu/spc
- 3) Enter your username and password, the username of the student that needs to be reset, and then click the button to submit the request
- 4) In Zimbra, check your email for a password reset code (note: the password reset code is not a new password for the student! It expires after a time.)
- 5) In your web browser, navigate to password.lane.edu
- 6) Enter the student's username and use the password reset code for their current password
- 7) Create a new password for the student and enter it twice in the new password and confirm password fields (note: passwords in 4J have complexity requirements--if the new password isn't accepted, the reason is displayed near the top of the password reset page in red text)
- 8) Give the new password to the student

Many teachers have a "tech day" at the start of each half trimester where they familiarize each class (by period) with their login, wireless, internet, and Google docs. That way login issues can be resolved without disrupting class-- everyone can focus on learning the "tech".

If you have any troubles with this process, email Jake at 4jdesktop@4j.lane.edu.