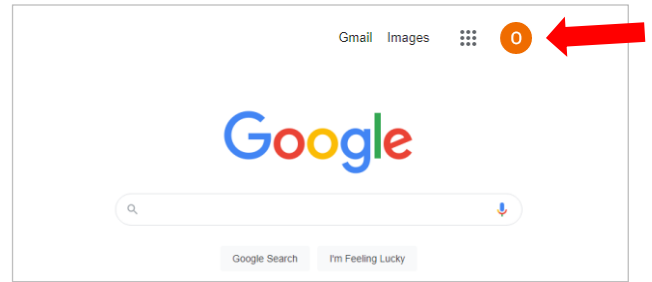


# HOW TO SIGN IN TO YOUR SCHOLAR GOOGLE ACCOUNT

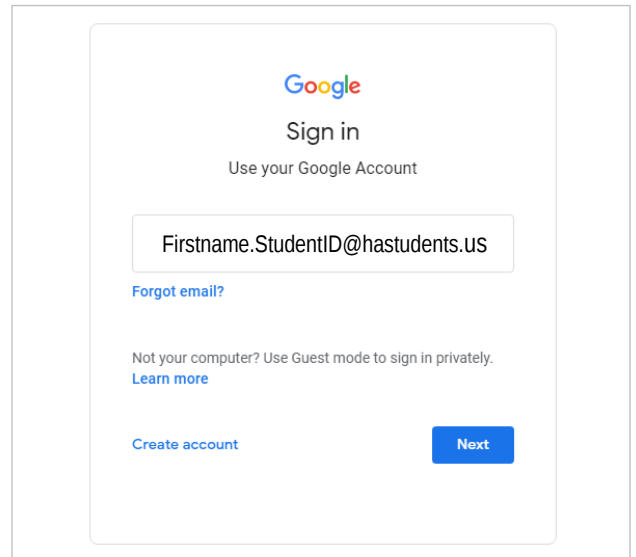
1. Go to [google.com](https://www.google.com) and click **SIGN-IN** or click on current profile icon and select add another account.



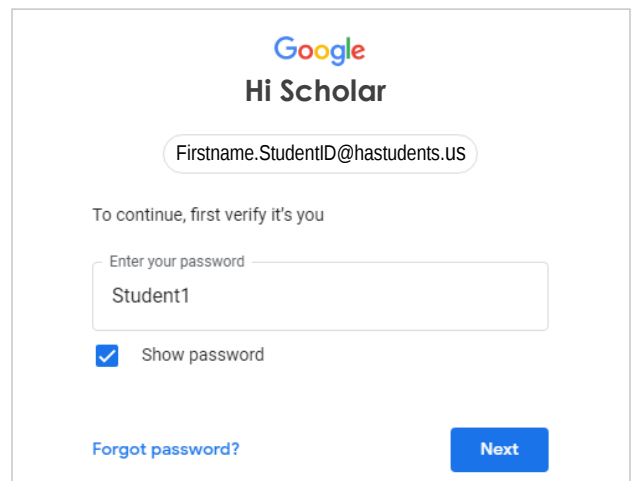
2. Enter your scholar's email address in this format and click **Next**:

**Firstname.StudentID@hastudents.us**

- First letter of name is CAPITALIZED.
- Only the first eight characters are allowed for the first name. (For example, if your name is Johnathan, your ID will be Johnatha.StudentID@hastudents.us).
- The student ID is at SIX-DIGIT NUMBER. It can be found in PowerSchool or on your schedule.
- The email address ends in .US not .COM



3. Enter your password and click **Next**. The first time you log in, the password will be **Student1** (with a CAPITAL S).



4. Once logged in, click the “waffle menu” in the top right and it will pull up a menu of options. Click on **Gmail** to access your email account.

**All communication with school staff MUST be through this Gmail account.** Our staff will not respond to emails from scholars that are sent from a different account.

