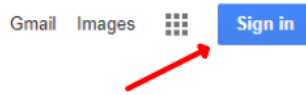


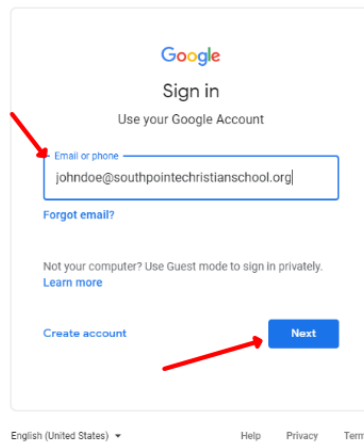
How to create your STUDENT school GOOGLE account

1. Type www.gmail.com in your web address bar.
2. Click on the SIGN-IN in the upper right hand corner of the browser window (some browsers may skip this step).

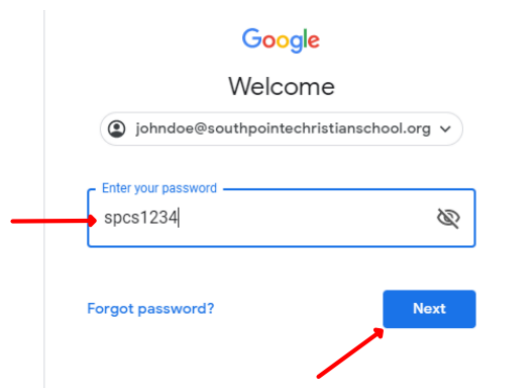


3. Type in your child's appointed school email address (firstname.lastname@southpointchristianschool.org) – NOTE: If your teacher calls you by your middle name (or abbreviated first name), then use that as the first name of the email address. For example: If your child's name is Elizabeth Doe, but the teacher calls her Lizzie, then the email address is lizziedoe@southpointchristianschool.org.

Then, click next.

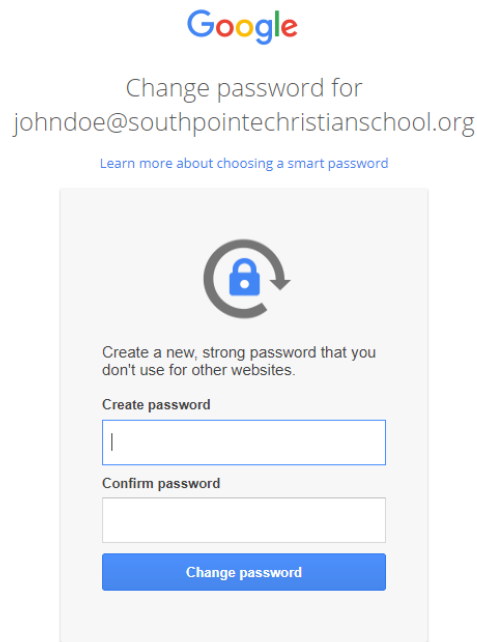


4. Enter "spcs1234" as your password. (You will be prompted to change it later.) Then, click NEXT.

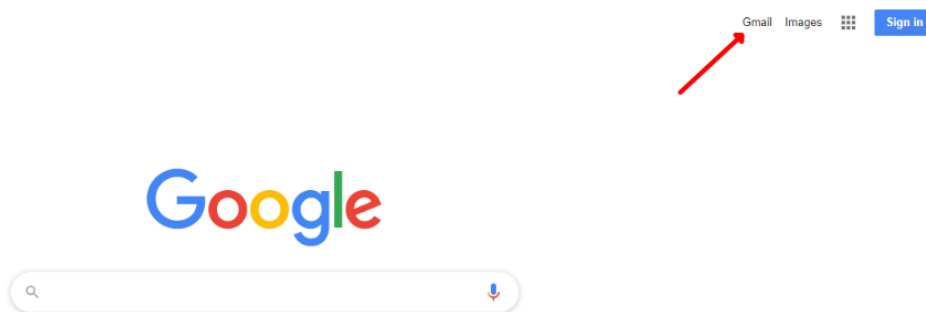


If you experience any difficulties, please call the school office or email Mr. Furr at benfurr@southpointchristianschool.org.

5. A, “Welcome to your new account” message displays. Please read it, and then select *Accept*.
6. You will be prompted to “Change password for...” Parents, you should keep up with this password so that you have access to view information in your child’s email account. (Note: Passwords must be at least 8 characters long, and contain at least one symbol and a capital letter.)



7. You will be redirected to this landing page. Click “Gmail” in the top right corner.



8. You will now have access to your student’s school Gmail! Congratulations!

If you experience any difficulties, please call the school office or email Mr. Furr at benfurr@southpointechristianschool.org.