

EMAIL (GAPPS) FOR SUSD STUDENTS

All students in Scottsdale Unified School District have a Gmail Account. To set this account up, students must:

- Open a web browser and type **googleapps.susd.org** in the address bar.
- Enter the following into the **E-mail** field: first initial (lowercase), last name (lowercase), last two-digits of ID number (i.e. jsmith45), and click on the **Next** button.
- Enter the following default password into the **Password** field: Student's 8-digit birthday (mmddyyyy) and click on the **Next** button.
- Change their password- you will be given system prompts to complete this process.

Once students have created their account and have logged in, they can access their e-mail by clicking on **Gmail** in the upper-right corner. They can also access other google apps (Drive, Sheets, Docs, Classroom) by clicking on the **Grid** icon in the upper-right corner.

If you need assistance with your account, please contact **480-484-HELP (4357)**.