

## Google Apps for Education Basic Instructions

Google Apps for Education is a free e-mail service offered to educational institutions. WPCC is utilizing this service in order to standardize student email addresses. There is no backup provided, so please be sure to save any important emails. **Email accounts may be removed after a semester if they have never been accessed, upon graduation, or after a year of inactivity. It is highly recommended that student email is NOT automatically forward to a personal email account, in order to reduce the possibility of email being lost in cyberspace, and/or Google reporting student email accounts as inactive.**

Instructors, as well as WPCC Administration, will use Google as the primary email address to contact and interact with students, so please check your email frequently.

### Notes:

- *Student email addresses will be automatically created.*
- *Student services will provide email access information to new applicants.*
- *Students who officially change their name with student records on or after the beginning of a semester, will NOT be issued a new username or email address until the upcoming semester. This is to ensure accurate reporting and prevent the accidental deletion of any completed coursework.*

**WPCC Google Support** – [goadmin@go.wpcc.edu](mailto:goadmin@go.wpcc.edu) Please type “**Google Help**” in the email subject textbox.

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### Instructions for activating your student email account:

1. **Web link:** To access your student email account, go to the Western Piedmont Home page and click on “**Student Email**” under Western Piedmont Online.
2. **Sign-in:** Type your WPCC username and password in the appropriate boxes, and click the “**Sign In**” button.



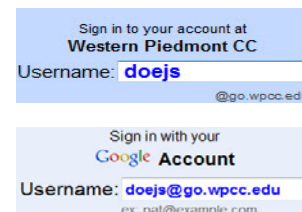
- **Username format:**

1. If you are at the **Western Piedmont CC screen**, type your lastname + first initial + middle initial (leave off the + sign), e.g. *Jane S. Doe would be doejs*
2. If you are at the **Gmail screen**, then type your entire email address, e.g. *Jane S. Doe would be doejs@go.wpcc.edu*

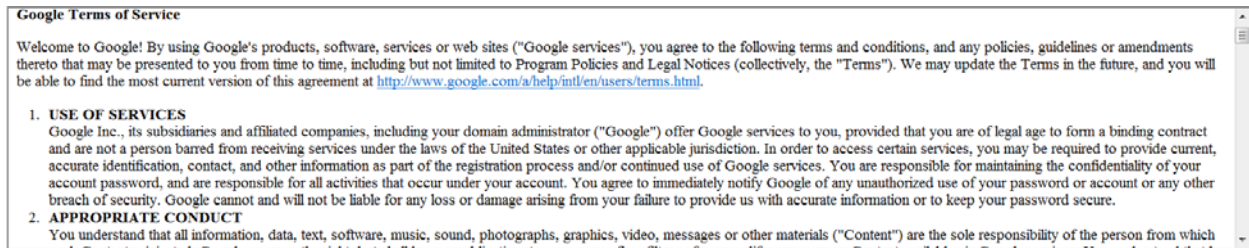
- **Password format:** first initial+last initial+7 digit WPID e.g. *jd0123456*

**\*Password Notes:**

- *If you do not have seven digits, add enough leading zeros to your student ID for a total of 7 digits.*
- *Students enrolled between Fall 2009 and Summer 2010 may only need to type in their 7 digit WPID.*



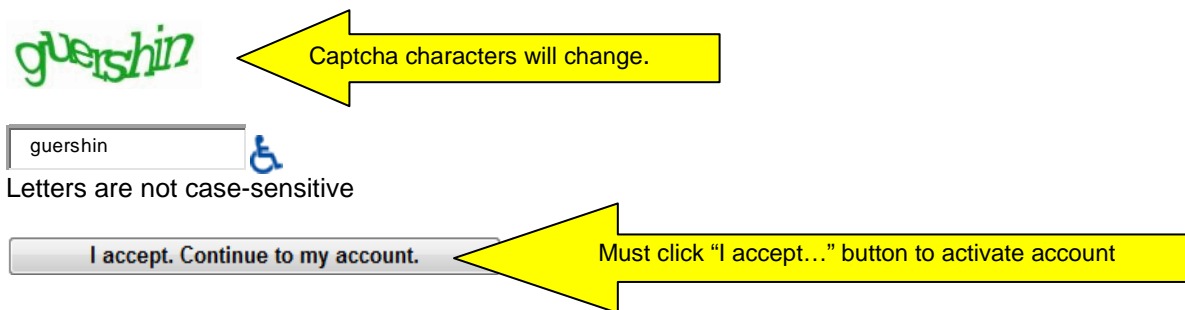
3. At the “Welcome to your new account” screen – read Google’s policies



Note that other service-specific terms of service may apply. To review these terms, please visit that service’s webpage.

4. Click “I accept” below *(after you type the characters seen in the picture)* to indicate that you understand the changes to your account and agree to the Google Terms of Service and the Google Apps Terms of Service, Acceptable Use Policy, and Privacy Notice.

5. **Type the captcha characters shown on your welcome page.** *(Note: Click the web browser refresh button to generate a new set of characters if you cannot read the characters displayed on your page)*



6. For security reason, students are encouraged to change their initial email password.