

# Memorandum

RE: Google e-mails/Password reset

Date: June 26, 2015

The purpose of this memo is to alert you to changes to the Google email address that has been assigned to every teacher and student at West Haven Public School District. There will be an update to all the passwords for this email. Changes to passwords will be ready by July 1st, 2015.

The Google apps address gives access to the full suite of Google open source software. This access includes Google Docs (Word), Google Forms (polling), Google Spreadsheets (Excel) and Google Slides (Powerpoint). The Google email address will allow for communication that is accessible and collaborative across the District. Tutorials on all these softwares are available on this link: [Google for Education](#)

**If you are a staff member, your Google Docs email address is based on the following formula:**

**firstnamelastname@apps.whschools.org**

There is no "dot" in the name.

**NOTE:** This summer, 2015, whether you have used your Google e-mail previously or not, all passwords will be reset to the word:

**PASSWORD**

This reset is all CAPS.

You will receive prompts to create a new password for your account.

Student email addresses will be available in August before the beginning of school.

If you need any additional information, please contact Colette Bennett: [colette.bennett@whschools.org](mailto:colette.bennett@whschools.org)

Thank you.