**How to access your Shaker Google and Network Account**

**To log into the Shaker Google account:**

You can access your Google Account from any device by going to **www.google.com** and clicking sign in

**USERNAME\*\***

<first initial><last name>(possible numeral)@stu.shaker.org (i.e. JShaker@stu.shaker.org)

 *This is the same username as Moodle*

**PASSWORD**

Last four digits of their student ID-repeated Example: 4567 would be 45674567

**To log onto the Shaker Network (desktops or laptops):**

Press **CONTROL+ALT+DEL** If necessary, Select Switch User

**USERNAME\*\***

<first initial><last name>(possible numeral - see note below) (i.e. JShaker)

 *This is the same username as Moodle*

**PASSWORD**

Last four digits of their student ID-repeated Example: 4567 would be 45674567

**To change the passwords,** you need to be on a Shaker Network Computer (this will change both your Google and Network accounts at the same time)

Press **ctrl+alt+delete** while logged into a Shaker computer and select “change password”

\*\*\*If you change your password, write it down, it will be hard to reset

**Be sure students (and teachers) log off of Google and the network after every session!**

**Please review the district’s Acceptable Use of Technology Policy. This policy also applies to your Mail account and everything you keep in your Google Drive account.**

\*\*Possible numeral is for students with the same last name and first initial. If there is a Joe Shaker and a Jody Shaker, one student will have “JShaker@stu.shaker.org”, and the other will have “JShaker**1**@stu.shaker.org” If your password does not work with just your first initial and last name, try adding numerals starting at 1 and going up one numeral each time

If you need help, please ask in library!