



# Accessing Google Apps

## North Cobb School for International Studies

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Each Magnet student has his or her very own magnet email address. Your email address will be your first name followed by your last name @nchsmagnet.com. For example: [frederickdouglass@nchsmagnet.com](mailto:frederickdouglass@nchsmagnet.com)

The easiest way to log in to your account is to go to [www.gmail.com](http://www.gmail.com) (make sure you've logged out of any other Google account you may have) and then enter your email address where it says Username. *Type the entire email address in—including @nchsmagnet.com.* Then for Password, enter your student number followed by A or AA if you only have six digits in your student number. For example: 1234567A or 123456AA. Email Mr. Stephenson if you're not successful logging in. We may have entered your name differently. *When in doubt, use the name that is on our school record.*

**Please note that this is not intended to be your social email account.** Do not link any social networks or non-Google-related Apps to it. ***The North Cobb magnet administration and your parents will have access to your use of Google Apps.***

What should you use your Google Apps for?

- Emailing assignments to teachers (use your teacher's Google address for this)
- Receiving messages from Magnet administration about important matters.
- Creating documents with Google Docs and collaborating with your peers or teachers.
  - You can collab in real time with your classmates on documents, spreadsheets and presentations.
  - These can all be downloaded as Microsoft Office Files, but you don't need a PC or a Mac—you can work anywhere that has an internet connection, and it will always be saved.
- Saving documents and school-related files.
  - You have plenty of Google Drive space to save your work throughout your time in NCHS Magnet.
  - You can access these files from any school, home computer, or even phones.
- Emailing colleges, employers, scholarship services, mentors, or any other person or institution where having a professional email address would be of benefit.
- Setting up and using Calendars (can be shared by teachers or with friends) to keep organized

What should you NOT use your Google Apps for?

- Using email for social matters
- Presenting someone else's work as your own in violation of our honor code.
- Malicious behavior that violates the CCSD policy on use of technology

Inappropriate use of your Gmail account will result in your access being suspended and potential disciplinary action, depending on the offense.

**Note: Parents and students should continue to use the teachers' [cobbk12.org](http://cobbk12.org) addresses as the primary means of communication. Teachers will accept assignments through their Gmail accounts, but may not check their Gmails regularly.** Teacher Gmail accounts are [fristinitiallastname@nchsmagnet.com](mailto:fristinitiallastname@nchsmagnet.com). For example: [fdouglass@nchsmagnet.com](mailto:fdouglass@nchsmagnet.com)