

## Claiming your STITECH.EDU Email Account

STI is providing you with a school email account. Please claim your account and access the attached google drive as follows:

1. Log in to any computer that is using Google Chrome.
2. Open up the Google Chrome browser.
3. On the top right hand corner click on the word **Mail** or go to gmail.com. Click Sign In.
4. Enter your school email address. Your address will be your first initial, followed by your last name (all lower case letters) @stitech.edu. For example: bobama@stitech.edu. Click next.
5. The temporary password is Password250. Once this has been entered, you will be required to change your password. Your new password should meet this criteria:
  - a. be at least 8 characters long,
  - b. include at least 1 upper case letter
  - c. include at least 1 lower case letter
  - d. include at least 1 number
6. Once you have logged in you will be able to click on the same mail icon and access your email account.
7. To Access your Google drive, storage cloud based, click on the App launcher icon on the top right corner of the page and select google drive.



8. Finally, please email Melissa at [mwilcox@sersd.org](mailto:mwilcox@sersd.org) and let us know that you have accessed your account. If you have a problem please call the office at 508-230-1297, ext. 2 for Melissa for assistance.

*Your school email account will be used on a regular basis by administrators, faculty and support staff to communicate with you. It is imperative that you monitor this email daily. You can also set it up to forward automatically to your personal email if you find that helpful.*

Thank you!