

Setting Up Student CIC Email Account

Good day Parents/Guardians.

Each CIC student has been assigned a Gmail account by the I.T. department. The team has provided a message below, with clear instructions to follow.

It is critical that **the steps outlined are carried out** to ensure that their account is activated.

Dear Parent/Guardian,

We are happy to introduce your son's official St Mary's College email account which will be used for accessing our online Moodle Classroom and Google Classroom.

We ask that you assist your son with activating his account.

His email address will be in the format lastnamefirstname@student.stmarys.edu.tt

For example:

Student name: John Doe

Email address: doejohn@student.stmarys.edu.tt

The default password is: '**Password1**' (your son will be **required to change his password to a more secure and personal password at his first login**).

You can access the account by going to: www.gmail.com.

We would like to thank you in advance for taking this step forward with St Mary's College.

Should you have any problems setting up your son's account or require any further information, please feel free to contact Mr. Nicholas Sharma our school ICT Technical Officer in the computer lab.

Do enjoy the rest of your day.

Kind regards,

IT Team