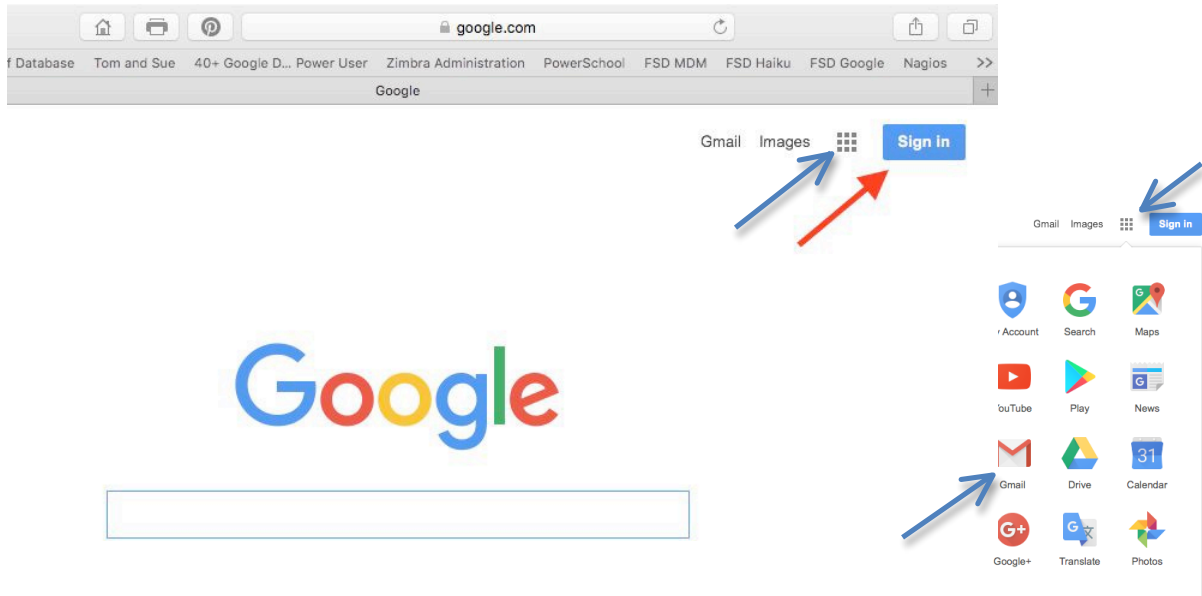


The District will set-up an email address for you in approximately two weeks after your official hire date.

How to Sign Into Your District Email Account

1. Go to www.google.com and in the upper right hand corner click on **Sign In**.
 - *If you are already signed into a personal Google Account click on the following link to sign into multiple Google accounts.*
<https://support.google.com/accounts/answer/1721977?hl=en>



2. After clicking **Sign In**, you'll be asked to enter your *@myfsd.org* Google Account. The default for all employees is **firstname_lastname@myfsd.org** (example: **sara_smith@myfsd.org**)
3. On the next screen, you'll be asked to enter your account password. The default password for those who have not logged in before is **FSDteach1**
4. Once you log in with the default password you may be asked to **Accept the Terms and Conditions**. Please Accept and Continue.
5. You may be prompted to change your password to something of your choosing. The password needs to be 8 characters long. From this point on, you **will need to remember that password**. TMS does not have access to that password.
6. Once you're logged in, you'll be back at the Google home page. Click on the "rubik's cube" in the upper right hand corner to move between applications like Mail, Calendar, etc. Click the **Mail** icon.
7. An email should be waiting in your inbox

If you have any questions regarding email access, please contact Technology and Media Services Department at (714) 447-7471.