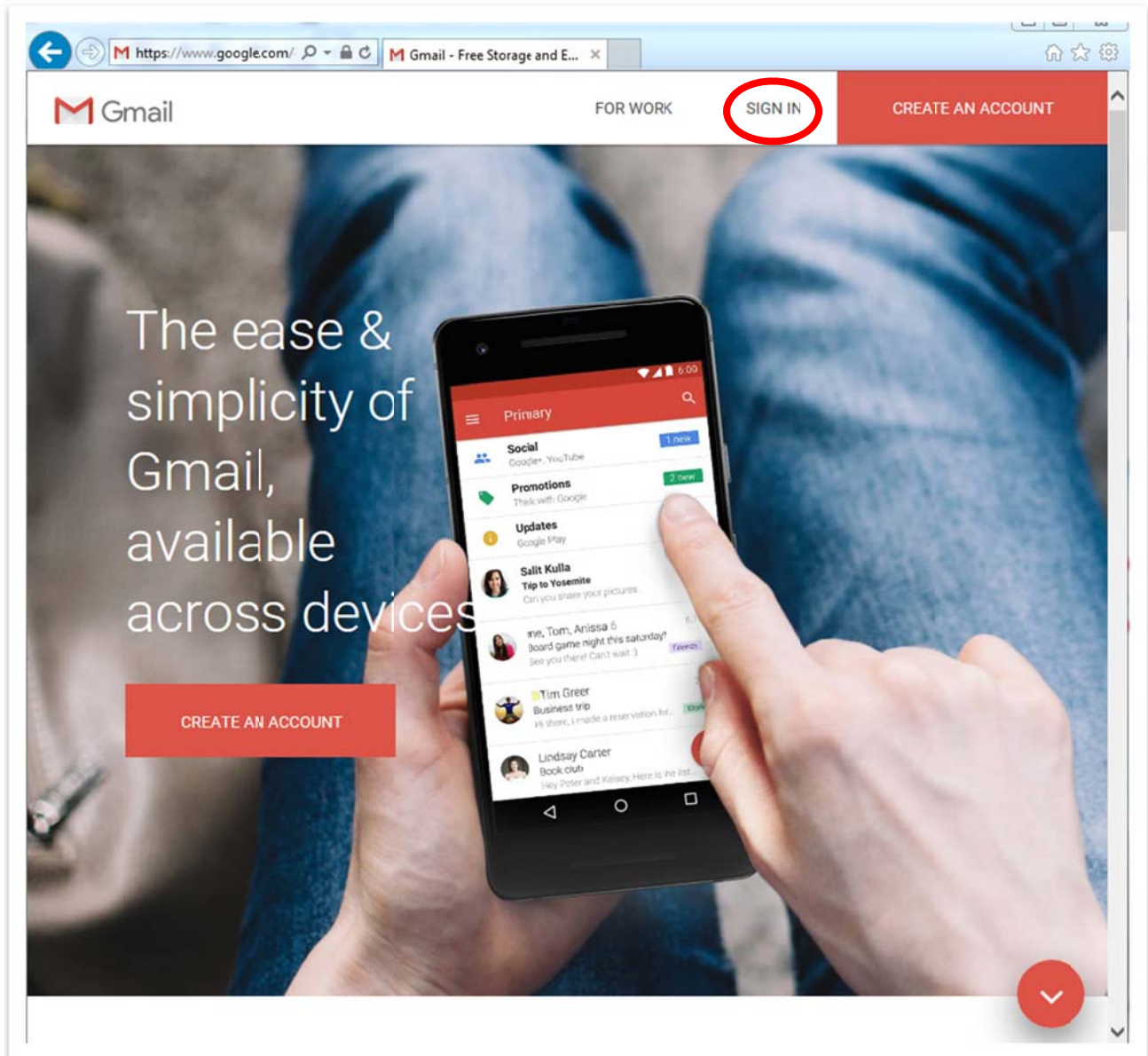


GOOGLE EMAIL STUDENT LOG IN

Note: Instructions are based on the assumptions that you are already at an internet browser. If you need assistance finding an internet browser, please contact the the Help Desk at (808) 735-4855 or email us at helpdesk@chaminade.edu

Your Chaminade email address is your **firstname.lastname@student.chaminade.edu**. Simply log on to **gmail.com** and you'll be on your way to communicating with the Chaminade community.

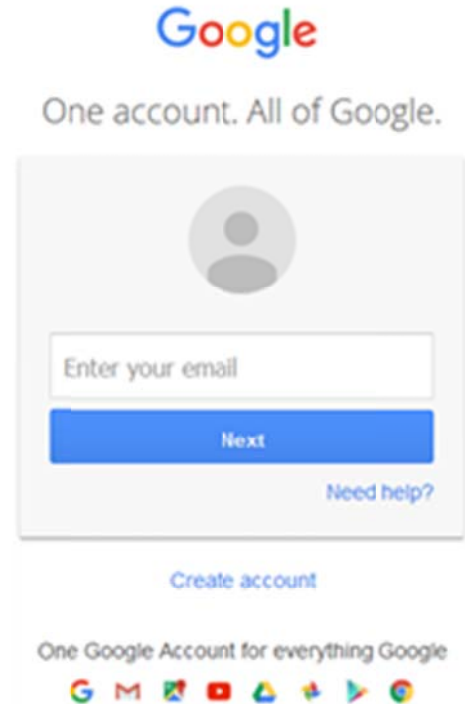
Type gmail.com in the URL bar, then click "Sign In" in the top right corner



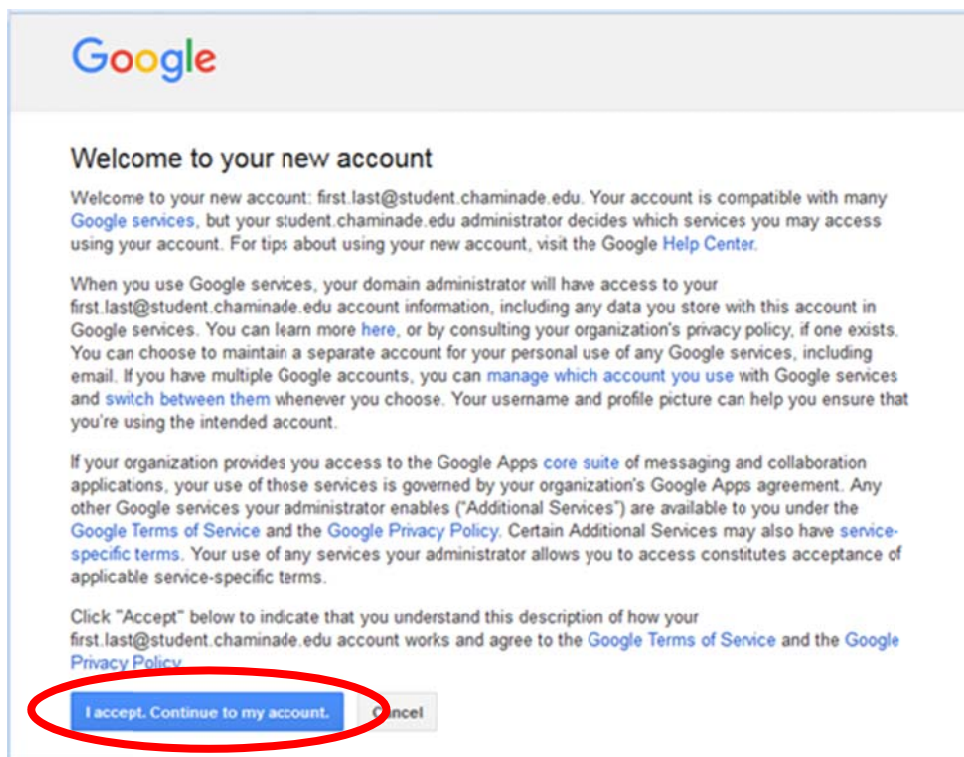
GOOGLE EMAIL STUDENT LOG IN (part 2 of 7)

You must type your entire email address including @student.chaminade.edu then click "Next". If this is your first time logging into your email account, your password should be CUH + Chaminade ID (7 digits). For example if your Chaminade ID is 1234567 the default password would be CUH1234567 (please be sure to use capital CUH).

Note: Your CID is your Chaminade ID Number; it is the same number you use to access the Portal to register for classes. It is recommended that you change your password after logging in. Just a reminder this should be your official email when conducting correspondence within the Chaminade community.

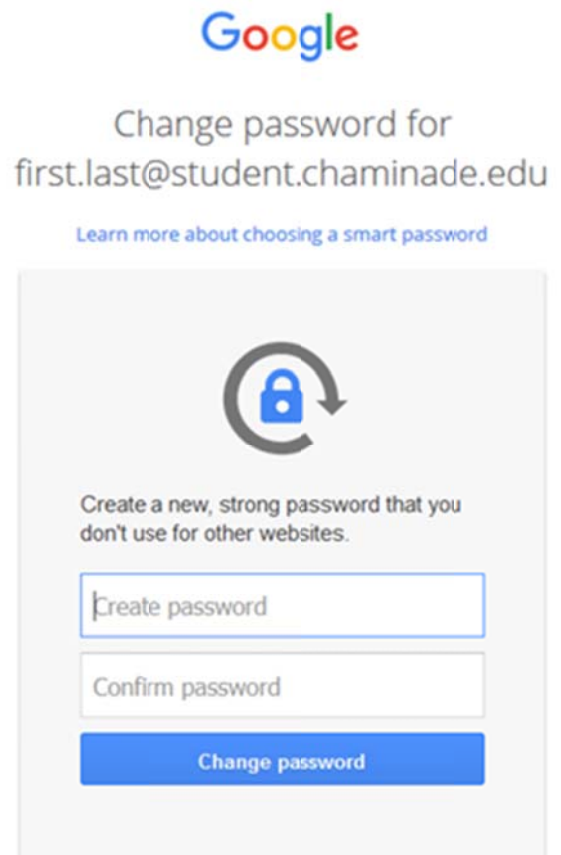


Read the "Welcome to your new account" page, then click "I accept. Continue to my account."



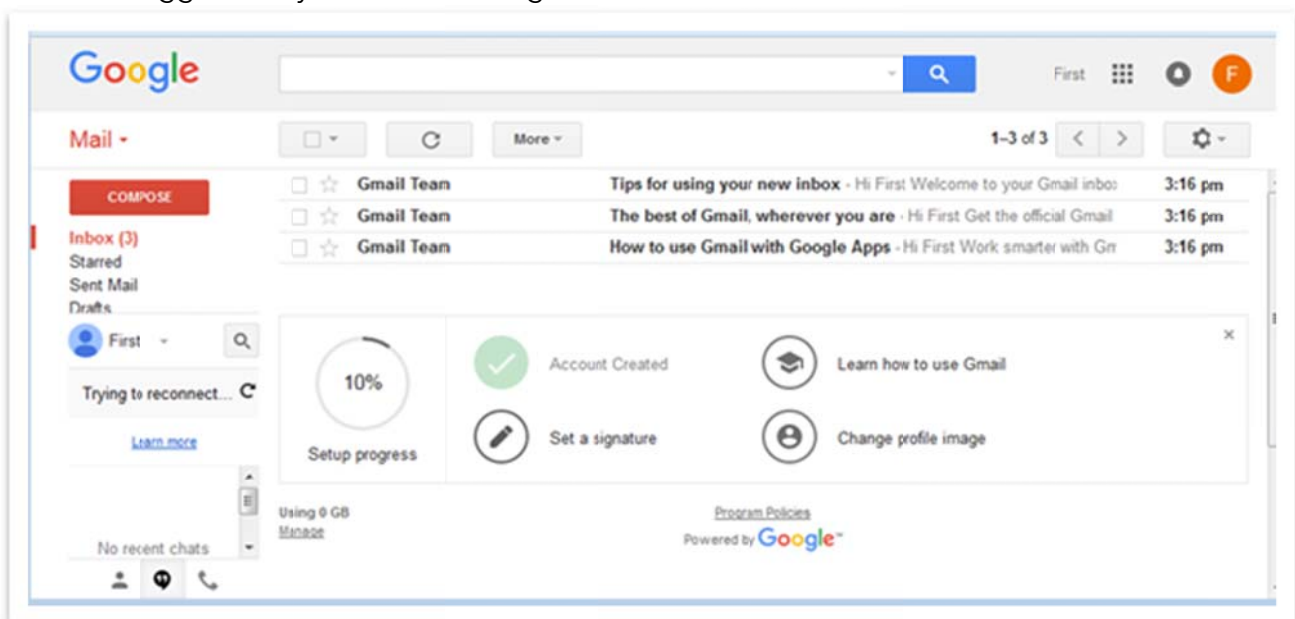
GOOGLE EMAIL STUDENT LOG IN (part 3 of 7)

You may be prompted to change your password, please do so at this time then click "Change password"



The screenshot shows the Google 'Change password' interface for a student account. At the top is the Google logo. Below it, the text reads 'Change password for first.last@student.chaminade.edu'. A link 'Learn more about choosing a smart password' is provided. A central graphic features a padlock icon with a circular arrow, indicating a password change. Below this, instructions state: 'Create a new, strong password that you don't use for other websites.' There are two input fields: 'Create password' and 'Confirm password'. A blue button labeled 'Change password' is at the bottom.

You should be logged into your Chaminade gmail account.



GOOGLE EMAIL STUDENT LOG IN (part 4 of 7)

There are two options if you forget your student gmail password.

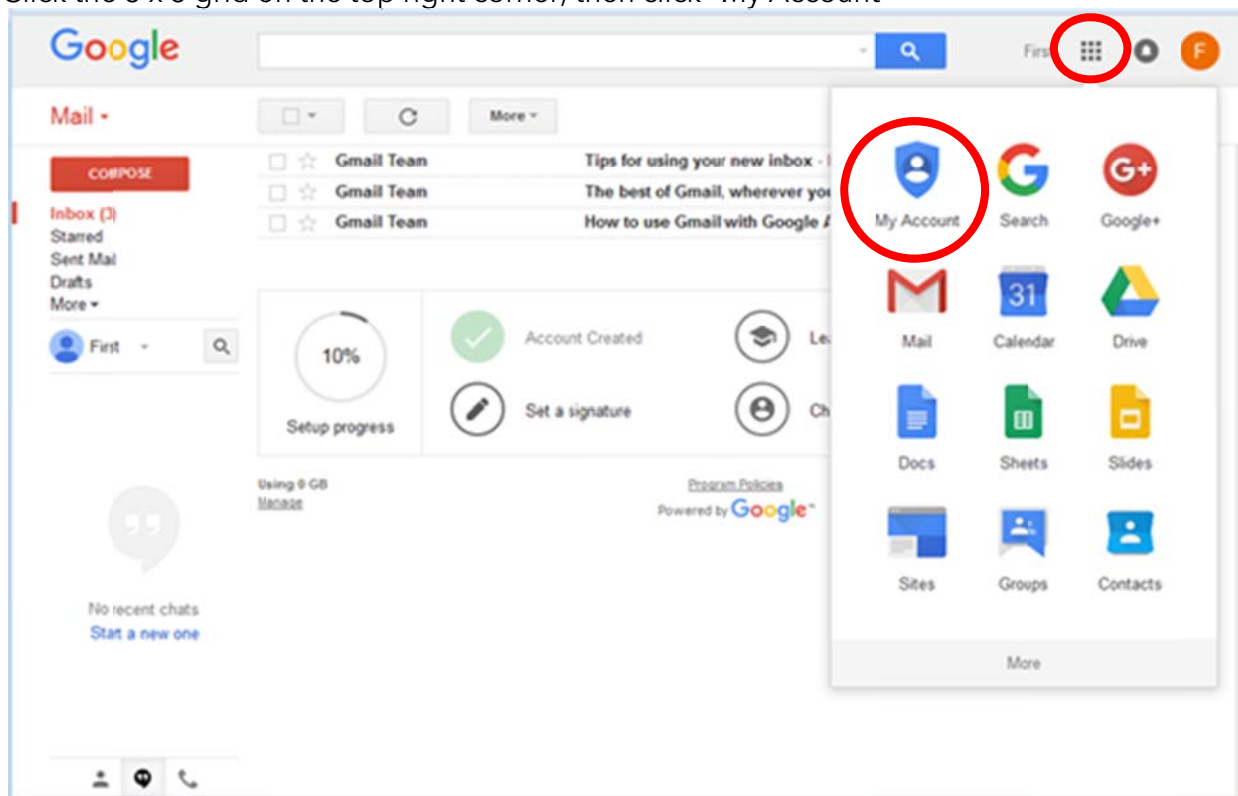
Option 1

You will need to contact Client Services via email (helpdesk@chaminade.edu) or call us at 808-735-4855. We will need your full Chaminade email address, an alternate email address, your street address that Chaminade has on file (for verification purposes), and a phone number. A service request will be opened on your behalf and someone will contact you.

Option 2

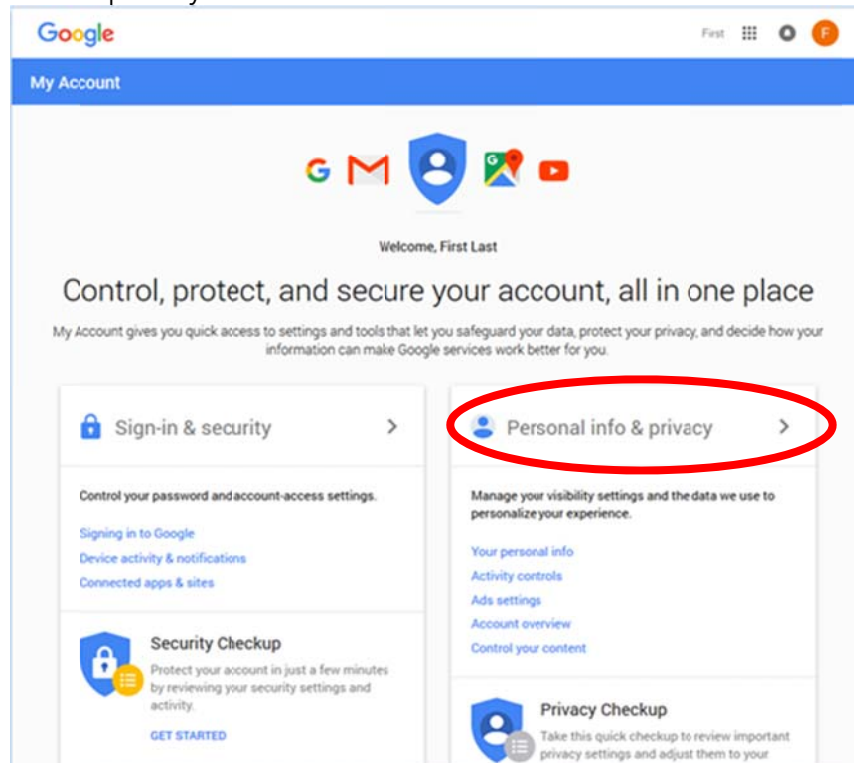
Add a Recovery Phone number so you can access your account yourself in the event you forget your password.

- Click the 3 x 3 grid on the top right corner, then click "My Account"

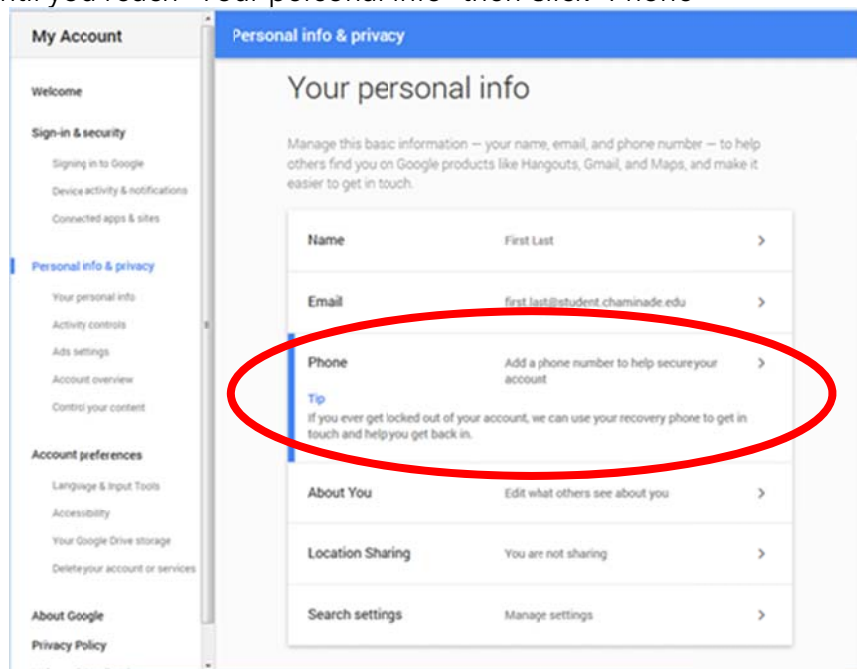


GOOGLE EMAIL STUDENT LOG IN (part 5 of 7)

- Click "Personal info & privacy"

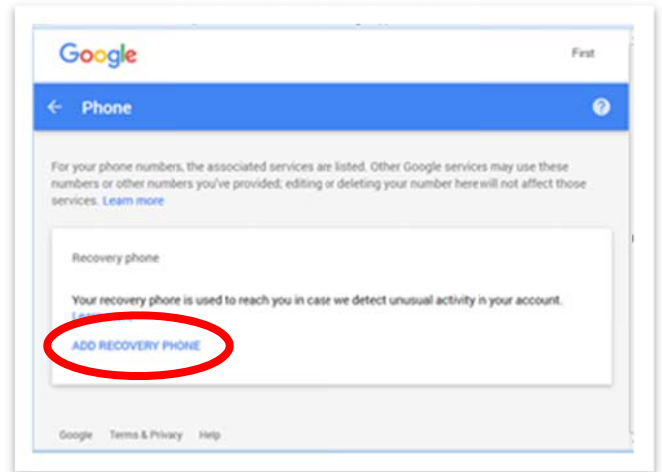


- Scroll down until you reach "Your personal info" then click "Phone"

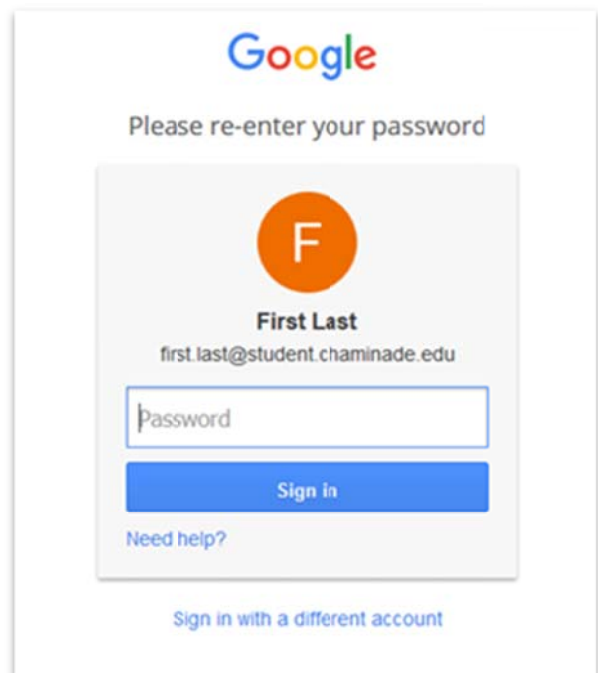


GOOGLE EMAIL STUDENT LOG IN (part 6 of 7)

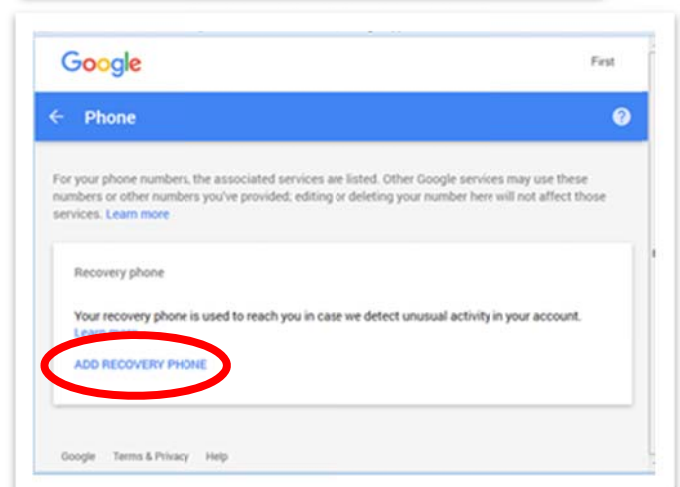
- Click "ADD RECOVERY PHONE"



- You should be prompted with the following screen. Enter your password again and click "Sign In"



- Click "ADD RECOVERY PHONE" again



GOOGLE EMAIL STUDENT LOG IN

(part 7 of 7)

- Add your preferred phone number (one that can receive text messages), then click "Verify"
- The next screen you should see will show the phone number that you entered. Double check that the phone number is correct then click "Get code"
- You should receive a text message with a code on your selected phone.
- Enter the code in the provided area and click "Verify"
- You should see a screen that lets you know your phone number has been verified
 - At this time you will also have the option to choose if you would like to receive alerts of suspicious account activity. Make your selection then click "Continue"
- You may be presented with more options for your recovery phone, choose your preferences at this time.
- To return to your email click the 3 x 3 grid on the top right corner, then click "Mail"

