

Intro to G Suite for Education

Staff Edition



Welcome to your new G Suite for Education account! We hope this account helps you do what you need to do to facilitate online learning for your students during this challenging time.

Logging In

Staff can log in by visiting the [G Suite hub](#) and using these credentials:

- **Username:** lastname.firstname@gse.cusd80.com (this is exactly the same as their regular CUSD address with the addition of the "gse.")
- **Password:** Pa\$\$word

When **student** accounts are activated, students will be able to log in by visiting the [G Suite hub](#) and using these credentials:

- **Username:** SID#@gse.cusd80.com (this is exactly the same as their regular CUSD address but changing "s." to "gse." in the domain)
- **Password:** s + ID# + !

For example, a student with an ID# of **123456** would have a username of **S123456@gse.cusd80.com** and a password of **s123456!** (case sensitive).

GSE users will be forced to change their password immediately upon logging in for the first time. These passwords do not sync with other CUSD passwords, so users will need to remember what they change their password to and be responsible for changing them as needed.

If **staff members** forget their passwords, they should [contact Ed Tech Help](#) instead of contacting Help Desk.

If **students** forget their passwords, they will need to be reset by a designated GSE admin at the site (see "Resetting Student Passwords" below).

As an alternative to the [G Suite hub](#), users can also go directly to the following services using these addresses:

- **Calendar:** calendar.gse.cusd80.com
- **Drive:** drive.gse.cusd80.com
- **Mail:** mail.gse.cusd80.com

E-mail

Some teachers do have access to Gmail through these accounts, but just a reminder that these accounts should NOT be used as the primary communication method for staff, students, parents, etc. All of that sort of e-mail should continue to go through Outlook. These Gmail accounts should only be used to receive confirmations/verifications/notifications from services like Google Classroom.

Students do not have access to Gmail at this time.

Student Apps vs. Staff Apps

The following is a list of the G Suite apps that **students** will have access to:

- Calendar
- Classroom
- Directory
- Drive (including Docs, Slides, Sheets, Forms, Drawing, etc.)
- Google Chrome Sync

Staff may notice that they have access to more apps than students do, which is by design. Students will not have access to communication apps like Gmail, Hangouts, etc. Students will also not have access to "non-core" apps like Google Earth, Google Maps, etc., because those services require explicit parental consent for any student under 18.

Resetting Student Passwords

Typically, we do not have the ability to reset student G Suite passwords at the district level. However, due to these unique circumstances, students can also request password resets by emailing edtechhelp@cusd80.com.

We can allow staff members to reset student passwords, which will be faster in most cases. But because this requires admin account privileges, we do require staff who wish to reset student passwords to enroll in 2-step verification as an extra security precaution. Basically, this adds an extra level of security to their account by requiring a "2nd step" when logging in (e.g., entering a code that is sent to their smartphone). Staff are only required to enroll in 2-step verification if they wish to have the ability to reset student passwords ... otherwise, they can skip this step. It is fairly easy to enroll, and fairly painless to utilize once you're enrolled (staff can also add "trusted" computers so that they don't have to take the "2nd step" after they do it the first time). This website will [walk staff members through the process of enrolling in 2-step verification](#) (when deciding on a verification method, I would strongly encourage staff to use the [Google Authenticator app](#) on their phone since it's more secure and doesn't require an active cellular connection).

Once you have signed up for 2-step verification, you can [use these instructions to reset students' passwords](#). The operation that synchronizes our users will check to see if any users have added 2-step verification to their account and automatically grant them the admin privileges necessary to reset passwords. This script typically runs every hour on the hour during the school day, so **it may take up to an hour after you enroll in 2-step verification to receive your admin privileges**. On rare occasions, it may take longer to receive them if the script is being modified or encounters an error. If you enroll in 2-step verification and don't receive admin privileges to reset passwords for students within 24 hours, contact edtechhelp@cusd80.com.

Mobile Apps

Many of the G Suite apps include smartphone versions, and since many teachers may already be using Google Drive, Google Calendar, etc., they just need to add their new Google account and they'll be all set. For Android devices, this process also involves setting up a [work profile](#) to keep the GSE account separate from the personal account they may already be using on their smartphone. This can be a little confusing, but we have put some information about this on our [CUSD GSE Resources site](#), and teachers/staff may find this helpful.

Transferring/Uploading Files to Google Drive

One advantage that G Suite for Education accounts have over traditional Google accounts is **unlimited storage** on Google Drive. If teachers have used personal Google accounts to store files for their classroom, they may want to begin transferring those files to their GSE account. Unfortunately, Google does not have a great way to accomplish transferring files from one domain to another. [This presentation](#) covers some methods of doing this that may be helpful in this process. If teachers have files saved locally (on their H drive, on a flash drive, etc.) that they would like to upload to Google Drive, [that process is luckily much easier](#), but may take some time depending the amount of files they're uploading and the speed of their Internet connection.

Additional Resources

There are lots of great resources available online if you need help with G Suite for Education:

[Google Teacher Center](#)

"First-Day" Training

- [Classroom](#)
- [Docs](#)
- [Forms](#)
- [Sheets](#)
- [Slides](#)

Product-Specific Training

- [Classroom](#)
- [Docs](#)
- [Drawing](#)
- [Drive](#)
- [Forms](#)
- [Sheets](#)
- [Slides](#)