

## Student e-mail account instructions

Welcome to the Cranston Public Schools Student e-mail domain. All students in grades k-12 have CPS email accounts that will be imported into Aspen as primary email addresses. All accounts are active as soon as the student logs into the account. Below is the naming convention that was used and instructions on logging in for the first time.

- Enter the following into your web browser, <http://google.com/a/cpsed.net> or go to the CPS Google Mail link on the cpsed.net home page
- Enter your username
  - Usernames are as follows: firstname.lastname(last three of student id)
    - John Smith with student id 123456      [john.smith456@cpsed.net](mailto:john.smith456@cpsed.net)
    - John Smith with student id 123056      [john.smith056@cpsed.net](mailto:john.smith056@cpsed.net)
  
    - John Smith with student id 123001      [john.smith001@cpsed.net](mailto:john.smith001@cpsed.net)
  
    - John Smith with student id 123000      [john.smith000@cpsed.net](mailto:john.smith000@cpsed.net)
    - 
    - John Smith Harris with student id 123456      [john.smithharris456@cpsed.net](mailto:john.smithharris456@cpsed.net)
    - John Smith-Harris with student id 123456      [john.smithharris456@cpsed.net](mailto:john.smithharris456@cpsed.net)
    - John O’Leary with student id 123456      john.oleary456@cpsed.net
- Enter your password
  - Passwords are as follows:      (full year of grad)(student id)
    - Student graduating in 2020 with student id 123456      password: 2020123456
  - You will be prompted to change password after successful login
- For problems with accounts please contact Donna-Marie Frappier, [dfrappier@cpsed.net](mailto:dfrappier@cpsed.net), 270-8195