Changing User Passwords

How to Log In

1. Open your browser and go to http://www.google.com/a/maryviller2.com.
2. Type in your Maryville R-II username and password. (you do not need to put in @maryviller2.com)

   Note: your username is the same username used to login to a District computer.

3. If you are on a District computer, make sure the box next to "Stay signed in" is unchecked. (It is best to do this for any computer, but is extremely important that this box is unchecked when logging in within the District).
4. Click "Sign in".
5. Confirm that your login was successful by checking to see that your district email address is now displayed in the top right corner of the Google Apps homepage.
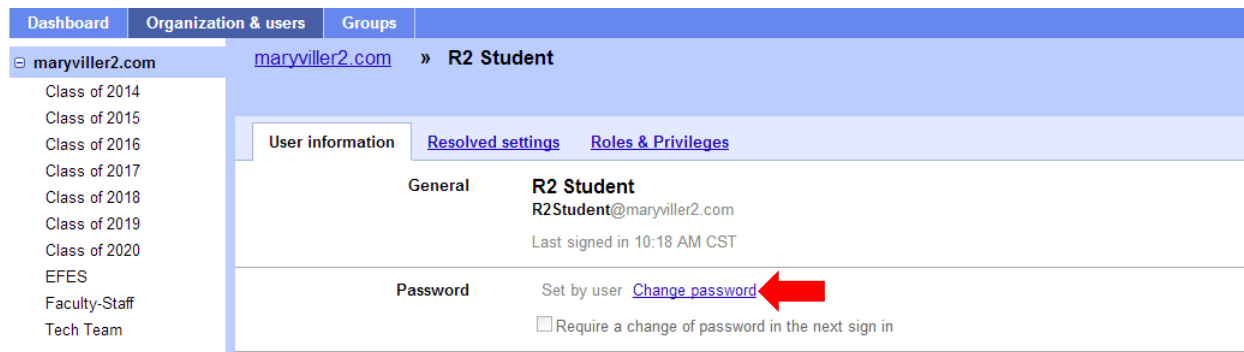
Changing a Password

1. On the blue navigation bar, click on "Organization & users".
2. On the left side of the screen, you will see a list of organizations. Classes are grouped by graduation year except for EFES (these students will all use the student1 account). Staff are in their own group.
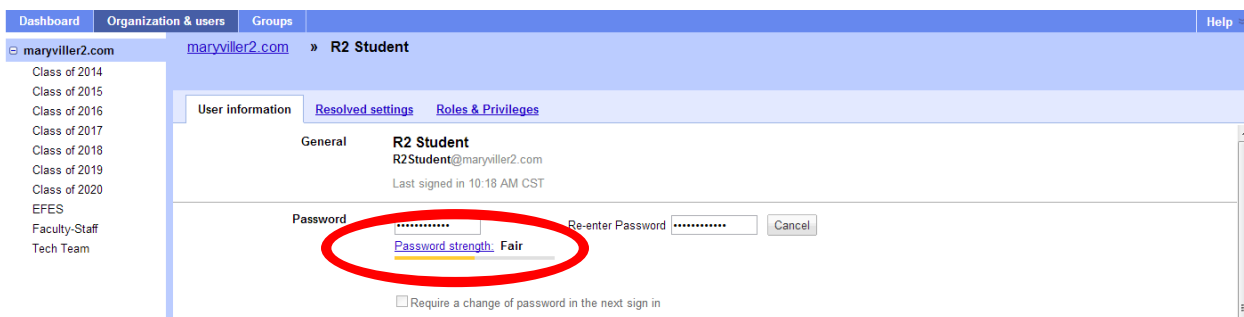3. Locate the user who needs their password changed by graduation year, then name.

4. Under the "User Information" tab, you will see a section labeled "Password". In this section, click on "Change Password".

5. Type the new password in twice and hit enter. Passwords must be rated at least "fair" for Google to accept it.

6. If you want to use a generic password and have the user change it on their own, you can type in your generic password and put a check in the box next to "Require a change of password in the next sign in".

When you are done using your Google Apps account, you <u>must</u> remember to log out. The security of District staff and students should be a top priority in everything we do!