

Each student has been given his/her own St Francis Prep email account. THE ACCOUNT HAS ALREADY BEEN CREATED. YOU JUST NEED TO LOGIN TO IT TO ACTIVATE THE ACCOUNT. The format of the Student's email account has changed this year; it is:

**studentnumber@stfrancisprep.org**

So, if your student number is 1512300, your email account ID is:

**1512300@stfrancisprep.org**

This is the official email account that your teachers will use to communicate with you as a student. The initial password for the Student email account is PWD plus the 7 digit student number (example, the password for student 1512300 is PWD1512300). The password can be changed after the first login.

You can Google "gmail" or go to <https://mail.google.com/> and log in from there.

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Similarly, we have created ONE Guardian email account for each student's Parent/Guardian. AGAIN, THIS HAS ALREADY BEEN CREATED FOR YOU; YOU JUST NEED TO LOGIN TO ACTIVATE THE ACCOUNT. The format of the Guardian email account has changed this year as well. It is:

**g-studentnumber@stfrancisprep.org**

So, if the student number is 1512300, the Guardian email account ID is:

**g-1512300@stfrancisprep.org**

It is very important that you use and check this email account. Report Cards, as well as important notices from the Principal and the Administration will be sent to this email account. We do NOT mail home hard copies of report cards.

The initial password for the Guardian email account is PWD plus the 7 digit student number (example, the guardian password for student 1512300 is PWD1512300). The password can be changed after the first login.

NOTE: There is only ONE Guardian email account per student.

You can Google "gmail" or go to <https://mail.google.com/> and log in from there.

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If you have a problem using your Prep-issued email accounts, use your personal email account and send an email to:

**email.questions@stfrancisprep.org**

Please provide a detailed explanation of the problem you are having and remember to include the student's name and student number.