

How to Access Your New Email Account

*If you currently have or are signed into a Google account, please use instructions on the back of this page.

1. Navigate to www.google.com - *These steps may differ a little depending on which browser you are using.*
2. Click on Gmail



3. Click **Sign In**
4. Enter your username in this format
yourfirstname.yourlastname@franklin.k12.ga.us
example: *andrew.fowler@franklin.k12.ga.us*
5. Enter your initial password in this format
fcss8010yourlastname
example: *fcss8010fowler*
6. You will see a Welcome to Your Account page. Please click **I Accept. Continue to my account**
7. You will be asked to set up a new email password. **It needs to be 8 characters long and contain at least ONE uppercase letter or ONE number.** Click Change Password

email:

Password:

****This email MUST be used for your Compliance Director.****

How to Access Your New Email Account

*These instructions are for users who currently have a Google account.

1. Navigate to www.google.com - *These steps may differ a little depending on which browser you are using.*
2. Click on your account in the top right corner. Click Add Account.



3. Enter your username in this format (clear any saved usernames or passwords)
yourfirstname.yourlastname@franklin.k12.ga.us
example: andrew.fowler@franklin.k12.ga.us
4. Enter the temporary password in this format
fcss8010yourlastname
example: fcsc8010fowler
5. You will see a Welcome to Your Account page. Please click **I Accept. Continue to my account**
6. You will be asked to set up a new email password. **It needs to be 8 characters long and contain at least ONE uppercase letter or a number.** Click Change Password
7. Click Mail in the upper right corner

email:

password:

****This email MUST be used for your Compliance Director.****