

# Accessing your child's G-Mail and Google Classroom Accounts

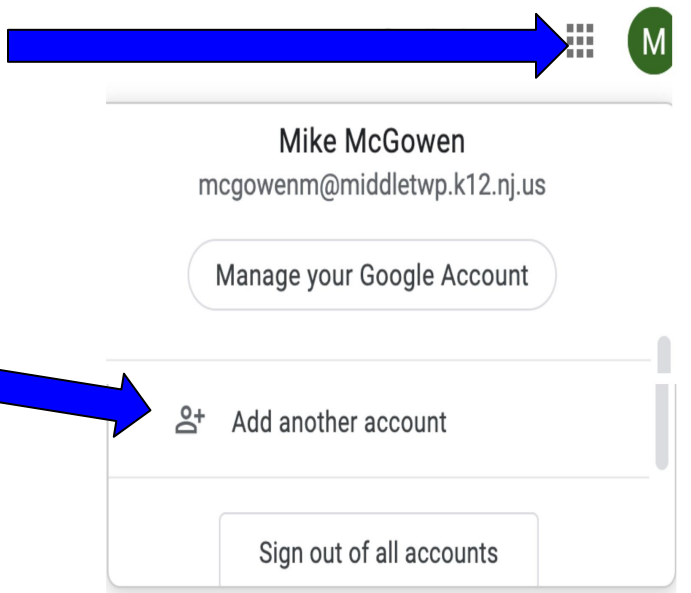
## Part 1 → GMAIL.

Our school uses G-MAIL through our server @middletpw.k12.nj.us not @gmail.com

1. To access gmail you will need to first visit [www.mail.google.com](http://www.mail.google.com)

2. If you already have a gmail account associated with your web browser, you will need to select the circle icon at the top right screen and choose "add another account"

You will only have to complete this step if you have a gmail account associated with your web browser.



3. The next screen you will be the google log-in screen.

The center of the screen will look like this.

To access your child's email account you will type in their school district email address. For students it will be as follows:

**first3lettersfirstnamefirst3letterslastname**  
**graduationyear@middletpw.k12.nj.us**

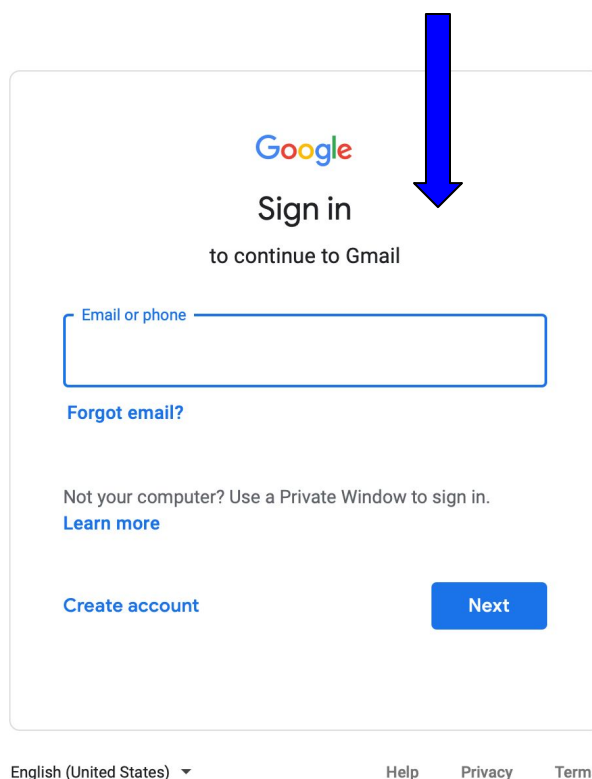
For Example: 2nd Grader Nancy Simmerman  
nansim31@middletpw.k12.nj.us

2nd Grade Graduation Year: 31  
1st Grade Graduation Year: 32  
Kindergarten Graduation Year: 33  
Pre-K Graduation Year: 34

And then click



please note that emails were created using the information in powerschool. If you have punctuation in your name, it is included in this email. No nicknames were used. In special circumstances, your student may have a username that varies. You will be contacted directly by your child's teacher.



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## 3. Enter password information.

You will now need to enter your password.

Your password is as follows.

There are no capital letters, spaces, or special characters in your password.

Password: abcd1234



Google  
Hi Michael  
michaelm@middletpw.k12.nj.us  
To continue, first verify it's you  
Enter your password  
Forgot password? Next

Please do not change your password!

Then click



English (United States)

Help

Privacy

Terms

## 4. You are now in your @middletpw.k12.nj.us Gmail Account!

Continue to press Next and Ok until you see the email screen behind these boxes!

