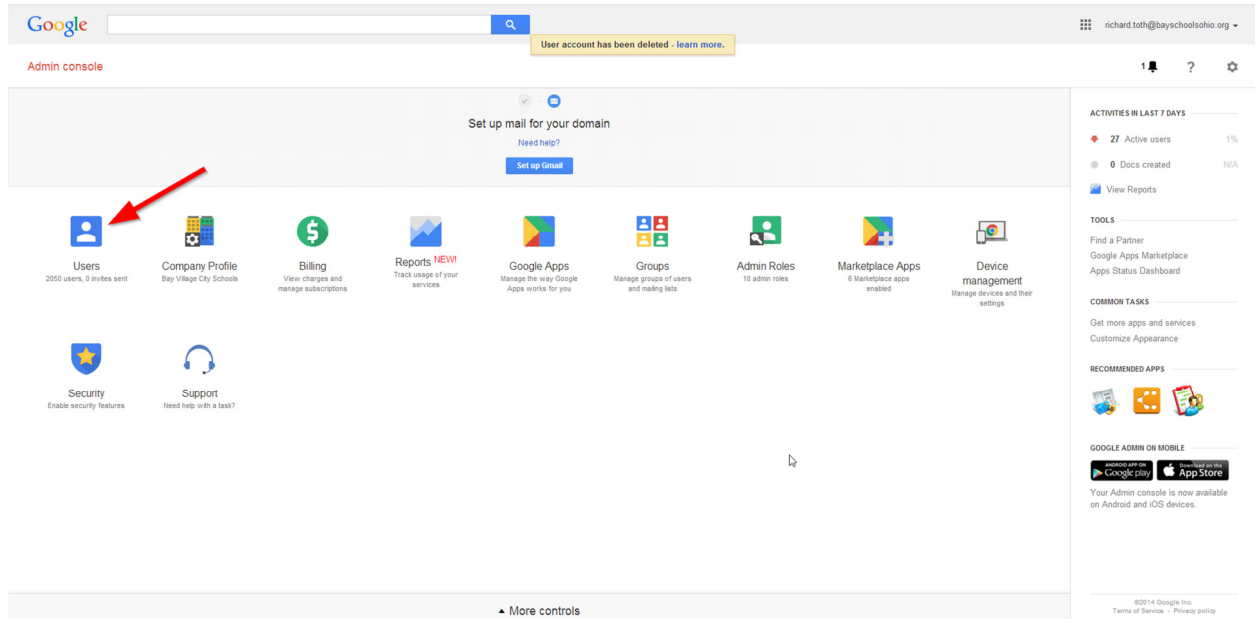
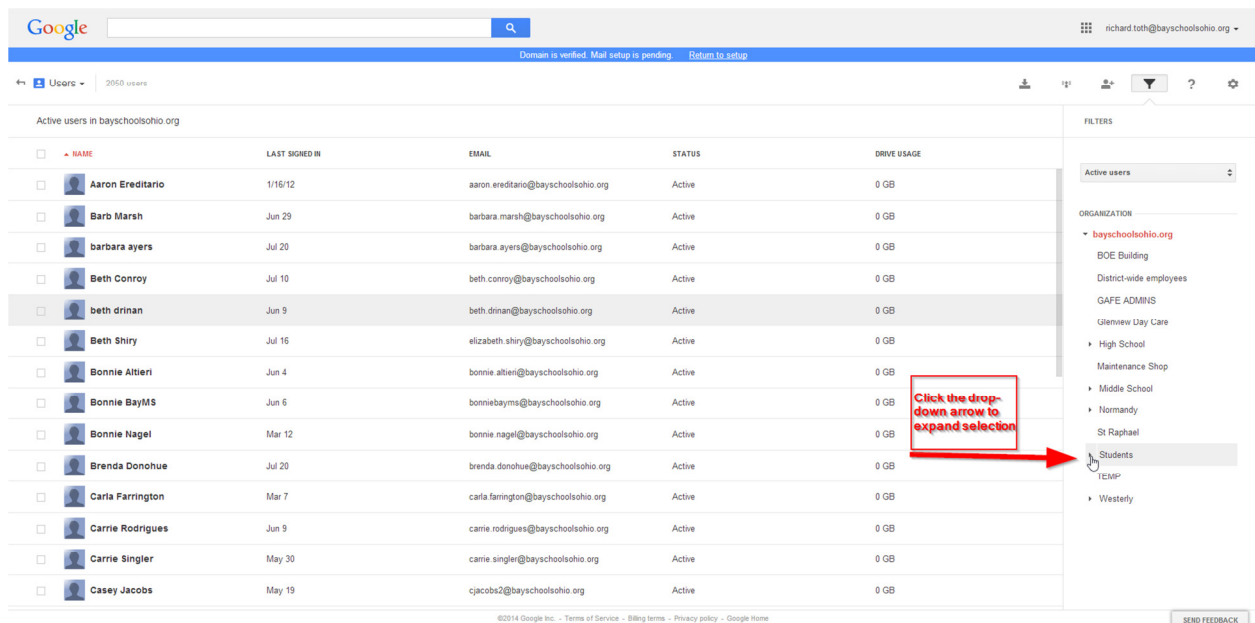


Process to add new users to Google Apps for EDU admin console

- Log in to admin console with proper GAFE name/password
- Click the Users option



- Choose the students organizational unit. Click the small arrow to expand the selection.



- Choose the proper grad year

Domain is verified Mail setup is pending Return to setup

Users 2550 users

Active users in bayschoolsohio.org

NAME	LAST SIGNED IN	EMAIL	STATUS	DRIVE USAGE
Aaron Ereditario	1/16/12	aaron.ereditario@bayschoolsohio.org	Active	0 GB
Barb Marsh	Jun 29	barbara.marsh@bayschoolsohio.org	Active	0 GB
barbara ayers	Jul 20	barbara.ayers@bayschoolsohio.org	Active	0 GB
Beth Conroy	Jul 10	beth.conroy@bayschoolsohio.org	Active	0 GB
beth drinan	Jun 9	beth.drinan@bayschoolsohio.org	Active	0 GB
Beth Shiry	Jul 16	elizabeth.shiry@bayschoolsohio.org	Active	0 GB
Bonnie Altieri	Jun 4	bonnie.altieri@bayschoolsohio.org	Active	0 GB
Bonnie BayMS	Jun 6	bonniebayms@bayschoolsohio.org	Active	0 GB
Bonnie Nagel	Mar 12	bonnie.nagel@bayschoolsohio.org	Active	0 GB
Brenda Donohue	Jul 20	brenda.donohue@bayschoolsohio.org	Active	0 GB
Carla Farrington	Mar 7	carla.farrington@bayschoolsohio.org	Active	0 GB
Carrie Rodrigues	Jun 9	carrie.rodrigues@bayschoolsohio.org	Active	0 GB
Carrie Singler	May 30	carrie.singler@bayschoolsohio.org	Active	0 GB
Casey Jacobs	May 19	cjacobs2@bayschoolsohio.org	Active	0 GB

ORGANIZATION

- bayschoolsohio.org
 - BOE Building
 - District-wide employees
 - GAPE ADMINIS
 - Glenview Day Care
 - High School
 - Maintenance Shop
 - Middle School
 - Normandy
 - St Raphael
 - Students
 - Class of 2015
 - Class of 2016
 - Class of 2017
 - Class of 2018
 - Class of 2019
 - Class of 2020
 - Class of 2021
 - Class of 2022
 - TEMP
 - Westerly

©2014 Google Inc. - Terms of Service - Billing terms - Privacy policy - Google Home

SEND FEEDBACK

- Click the icon to add users.

Domain is verified Mail setup is pending Return to setup

Users 2550 users

Filter: bayschoolsohio.org > Students > Class of 2017

NAME	LAST SIGNED IN	EMAIL	STATUS	DRIVE USAGE
2017_Abigail Beauchesne	Never logged in	abeauchesne@bayschoolsohio.org	Newly created	0 GB
2017_Abigail Donovan	Never logged in	adonovan@bayschoolsohio.org	Newly created	0 GB
2017_Abigail Lindway	Never logged in	alindway@bayschoolsohio.org	Newly created	0 GB
2017_Adam Krueger	Never logged in	akrueger@bayschoolsohio.org	Newly created	0 GB
2017_Aedan Lang	Never logged in	alang@bayschoolsohio.org	Newly created	0 GB
2017_Alec Doland	Never logged in	adoland@bayschoolsohio.org	Newly created	0 GB
2017_Alexander Bennett	Never logged in	abennett@bayschoolsohio.org	Newly created	0 GB
2017_Alexander Duffy	Never logged in	aduffy@bayschoolsohio.org	Newly created	0 GB
2017_Alexander Szekely	Never logged in	aszekely2@bayschoolsohio.org	Newly created	0 GB
2017_Alexandra Blankfeld	Never logged in	ablankfeld@bayschoolsohio.org	Newly created	0 GB
2017_Alexandra Dupps	Never logged in	adupps@bayschoolsohio.org	Newly created	0 GB
2017_Alexandra Hoffman	Never logged in	ahoffman2@bayschoolsohio.org	Newly created	0 GB
2017_Alexis Nakonechni	Never logged in	anakonechni@bayschoolsohio.org	Newly created	0 GB
2017_Alisa Busuladzic	Never logged in	abusuladzic@bayschoolsohio.org	Newly created	0 GB

ORGANIZATION

- bayschoolsohio.org
 - BOE Building
 - District-wide employees
 - GAPE ADMINIS
 - Glenview Day Care
 - High School
 - Maintenance Shop
 - Middle School
 - Normandy
 - St Raphael
 - Students
 - Class of 2015
 - Class of 2016
 - Class of 2017
 - Class of 2018
 - Class of 2019
 - Class of 2020
 - Class of 2021

©2014 Google Inc. - Terms of Service - Billing terms - Privacy policy - Google Home

SEND FEEDBACK

- When entering the info, for FIRST NAME, be sure to add “gradyear_” to the beginning so they are sorted properly. First name will look like 2017_William
- For email address, this will be the username they use to log into the BVCSD network. Notice that the @bayschoolsohio.org is already filled out, so there is no need to add it.
- Click Set Password. We’ve been using googleapps2015 as the default. Users should be forced to change their password upon first login.

Enter all info, click Set Password to give them a password, then click Create User

Create a new user

2017_firstname

lastname

firstINITIALlastname

@bayschoolsohio.org

Temporary password will be assigned - [Set Password](#)

Create user

Cancel

Additional Info

Create a new user

2017_firstname

lastname

firstINITIALlastname

@bayschoolsohio.org

.....

.....

Password strength: Weak

[Auto-generate password](#)

Create user

Cancel

Additional Info

- DONE!