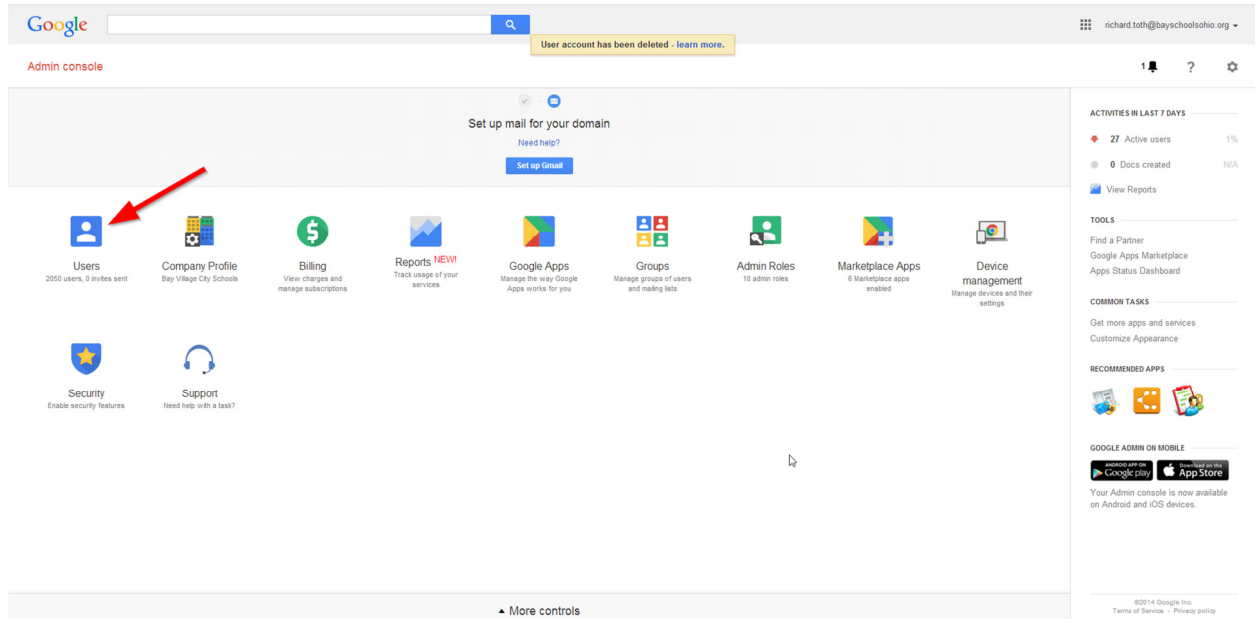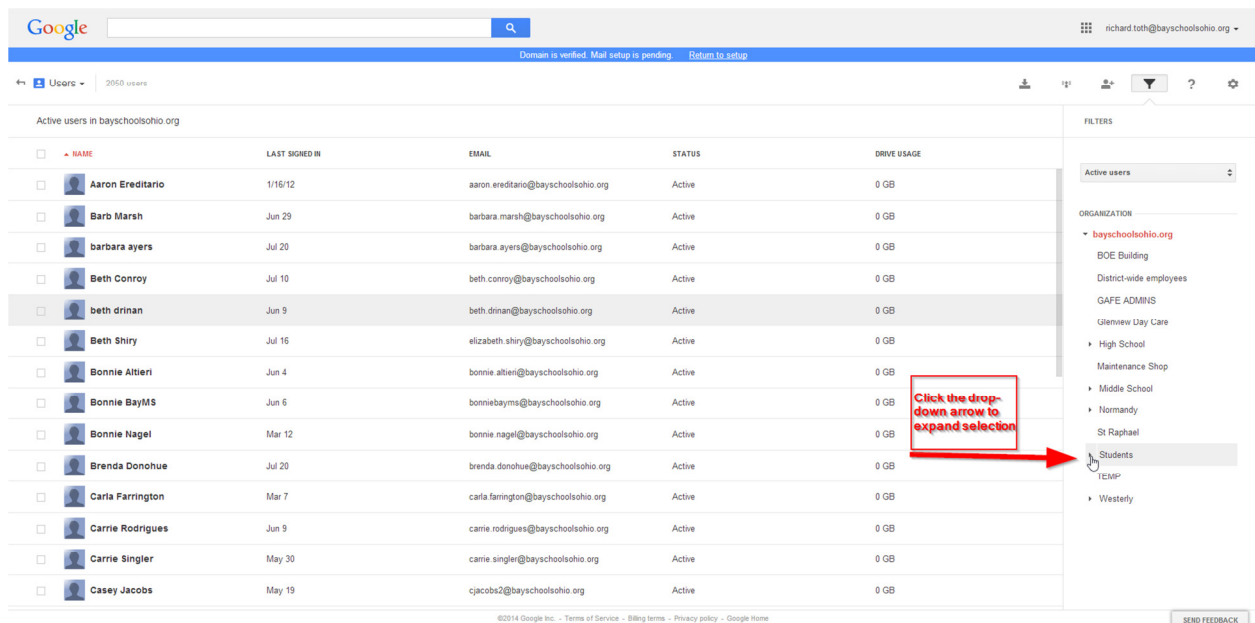## Process to add new users to Google Apps for EDU admin console

- 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

- Click the icon to add users.

- 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.

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!