

Portage Collaborative Montessori School

Dear Parents,

As part of our efforts to increase connection with families and to become eco-friendly by reducing the amount of paper mailings, we will be using GOOGLE Apps for Education at PCMS. GOOGLE Apps is a free web-based suite of programs provided by Google for schools to use. All students, parents, and staff at PCMS will have access to GOOGLE Apps. GOOGLE Apps works with any browser on any computer which means students and families can get email, calendars, and documents from school or at home.

This system provides Gmail accounts for all of the families in our school as well as a suite of other Google products that will enable us to better communicate, share, and collaborate. The following is what's included in GOOGLE Apps:

- **Gmail:** Gmail is the powerful email program that comes with GOOGLE Apps for Education. Each student at PCMS will be assigned an email address. Parents can use this email to communicate with other parents at PCMS as well as the staff. GOOGLE Apps domains are "closed". This means that families can ONLY email and share documents with other PCMS families and the staff.

We will use the gmail accounts to send information to parents/students about school assignments, important dates, and activities such as field trips, after school programs, fund raisers, etc. We are aiming to go "paperless". PLEASE plan to access your gmail account daily to check for school communications.

PCMS Google Apps account will be your child's:

firstname.lastname@mypcms.org

password: pcms123456

Be sure to personalize your account by changing the account password. **Your student's teacher must be informed, either by parents or student of their current password.**

- **Google Docs:** This is an online word document, spreadsheet, and presentation application. Students will be able to work on projects at school and home and also work collaboratively on projects from their own home. Google Apps provides an online storage space for files, eliminating most needs for flash drives between home and school.
- **Google Calendar:** This is an online tool that can be used to create or share important dates or events.

(OVER FOR INSTRUCTIONS ON ACCESSING YOUR GOOGLE APPS ACCOUNT)

STUDENT/PARENT GOOGLE APPS ACCOUNTS

How to access Google Apps:

1. Type in the direct address: www.mypcms.org or our website: www.portagemontessori.com and click on the link for Google Apps.
2. Sign in: Username: firstname.lastname@mypcms.org (using student name) Password: pcms123456
3. “Welcome to your new account” will appear; click on “I accept. Continue to my account”
4. Enter current password and new password. Click on submit.
PLEASE NOTE: Teachers must be given all current passwords.
5. You are ready to use the site!!