

P.S. 181 THE Brookfield SCHOOL

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August 31, 2020

Dear Parents and Guardians of PS 181Q,

Recently, we decided to migrate students and staff to the NYC Department of Education's Central G-Suite account to enhance the way we use technology and access more educational technology tools. We will no longer be using the G Suite accounts ending with @ps181q.org.

Your child will be given a NEW G-Suite account ending in **@nycstudents.net** that he/she will have up to the end of Grade 12. We will be working with students to educate them around using G-Suite in a productive and responsible manner. Please discuss the new Google accounts with your child, and remind them of their responsibility as digital citizens.

To retrieve your NEW account username and password, follow the steps below:

1. Go to **Student Account Self Service**
(<https://idm.nycenet.edu/students/start.form>)
2. Enter your child's **9-digit Student ID (OSIS) number**. (You can find your Student ID number on a report card, your student ID card, or in your **NYCSA** account.)
3. Enter your child's **birthday**.
4. Click **Continue**.
5. If the information you enter matches your student record, their username will be displayed. Their student ID is their username followed by @nycstudents.net. For example, if your username is JaneD, your student

account ID is JaneD@nycstudents.net. If you haven't already set up a password, you will be asked to set one up.

6. **Pick a password** that only you will remember. Please note:
Administrators/Teachers will not be given student passwords. If a password is lost, then the parent must reset.
7. Re-enter your **password**.
8. Click **Update Password**.

If you have any questions or concerns regarding these accounts, please feel free to reach out.

Yours in education,
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PS 181Q
Technology Teacher