



August 18, 2021

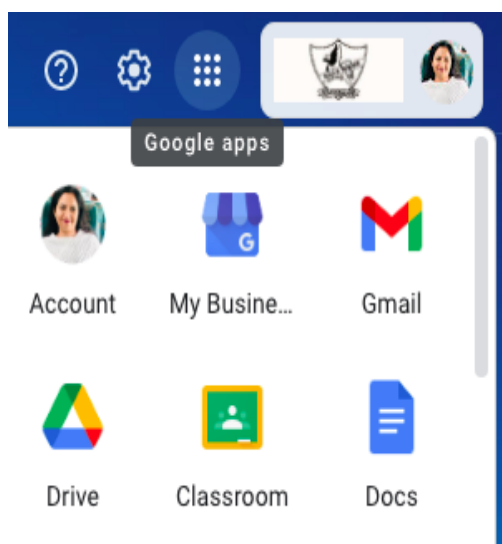
Dear Parents

Students have settled well into the new routine of attending classes virtually. It has been an extremely liberating and empowering experience for our students. It is heartening to see how they are making effective use of online resources and are able to pick up new concepts very quickly.

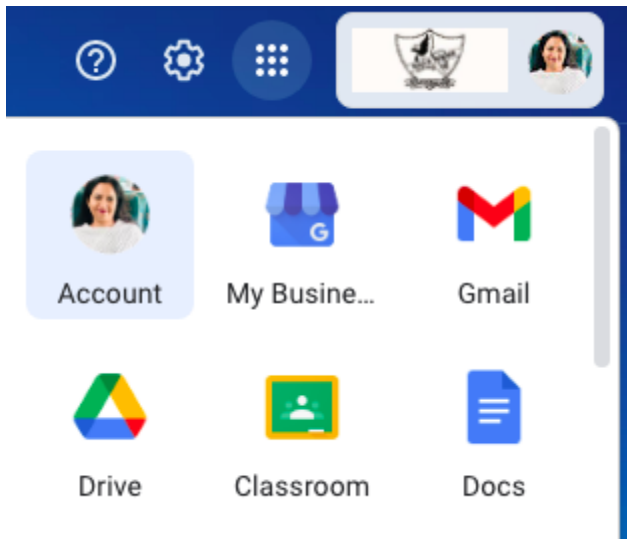
As they embark on this new journey, they do require our guidance and support. You are requested to monitor your ward's online activity and ensure that they change the password of their school email account on a regular basis, at least once a month. Kindly remind them not to share their passwords with other people, even if their own friends request them to share their passwords. They must use a strong password that may not be easy to guess. This way we can ensure that our students' information remains secure and they don't undergo any kind of unpleasant experience.

Please note you will need to update your password in all the devices that you use.

The steps for changing the password of the school email account are as follows:



1. Click on the **Google Apps symbol (9 dots)**



2. Click on the **Account Tab**.

Google Account

Search Google Account


- Home
- Personal info**
- Data & personalization
- Security
- People & sharing
- Payments & subscriptions
- About

Personal info

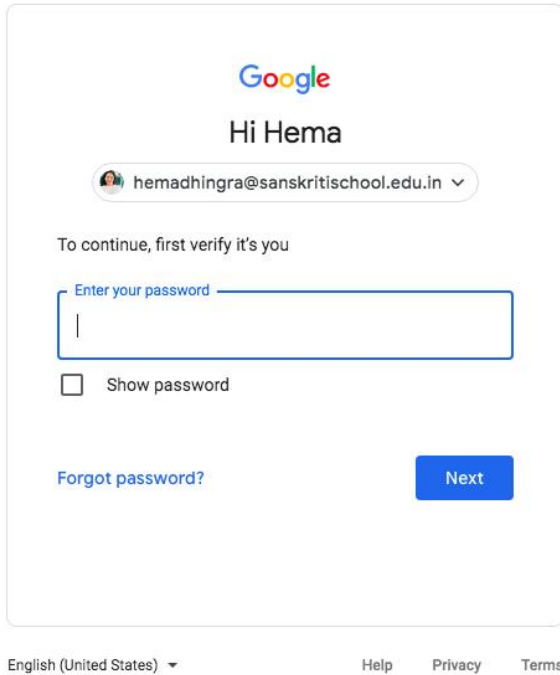
Basic info, like your name and photo, that you use on Google services

Basic info

Some info may be visible to other people using Google services. [Learn more](#)

PHOTO	A photo helps personalize your account	
NAME	Hema Dhingra	>
GENDER	Female	>
PASSWORD Last changed May 7, 2015	>

3. Once you click on the **Account tab**, you will be able to view the above screen. Click on **Personal Info Tab** now.



The screenshot shows the Google account verification interface. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Hi Hema" is shown. A dropdown menu displays the email address "hemadhingra@sanskritischool.edu.in" with a small profile icon to the left and a downward arrow to the right. Below the email, the text "To continue, first verify it's you" is displayed. A password input field is present with the placeholder text "Enter your password" and a vertical cursor. Below the input field is a checkbox labeled "Show password". At the bottom left, there is a link "Forgot password?". At the bottom right, there is a blue button labeled "Next". At the very bottom of the screen, there are links for "English (United States)", "Help", "Privacy", and "Terms".


4. After clicking on the **Personal Info tab**, you will be asked to login into your account again with the current password. This is done to verify that you are the owner of this Gmail account.

← Password


Choose a strong password and don't reuse it for other accounts. [Learn more](#)

Changing your password will sign you out on your devices, with some [exceptions](#).

Lost or stolen device? You can always sign out remotely at [Your devices](#).



Password strength:
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)



5. Once you login successfully to your account, the above screenshot will appear where you are given the place to enter the new password. This has to be entered twice and then you may click on the **Change password tab** below.

You may change the password of your school Gmail account by following the above mentioned steps.

Looking forward to your support and cooperation in this regard.

Regards
In-charge
Sanskriti School