Submitting a Request to Add/Change a Student Login/Password in Google

Use this form if you need the Technology Department to create a new student account in Google or to change a current student's login/password. The person making the request is responsible for obtaining the student's lunch number from the Child Nutrition Department if it is not present in SAM.

1. Point your web browser to http://www.quitmanschools.org

2. Under the **Links** section click **"For Teachers."**

3. Scroll down and click on **"e-Forms."**

4. Type in your Username/Password in the fields provided and click **"Log In."** If you do not know your Username/Password click "Forgot your password?" and follow the instructions supplied on that page.

5. In the list of forms provided click on **"Request to Add a Student or Change Student Password in Google."**

6. Under the section labeled **"Personal Information"** type the **full name** of the person making the request in the field labeled **"Person making request (name)."**

7. Under the section labeled **"Student Information"** type the first name of the student in the field labeled **"Student's First Name."**

8. In the field labeled **"Student's Middle Initial"** type the middle initial of the student.

9. In the field labeled **"Student's Last Name"** type the last name of the student.

10. In the field labeled **"Student's Chronological Grade"** type the graduation year of the student.

11. In the field labeled **"Student's Lunch Number"** type the lunch number of the student. The person that is submitting this request must contact Child Nutrition to obtain this number if it is not listed in SAM.

12. In the field labeled **"Student's MSIS Number (Last 4 Digits)"** type the last four digits of the students MSIS number.

13. In the field labeled **"Is This Request For A Password Reset Only?"** select either **Yes** or **No** depending on if this request is for a password reset for the student.

14. If you would like a copy of this request for your records place a checkmark in the box labeled **"Yes"** and then click **"Submit"**.