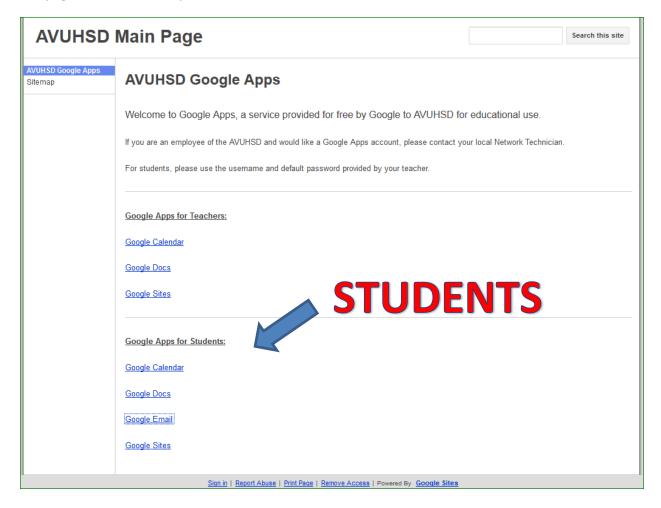Use your student email account for all school correspondences and Pearson OpenClass. Make sure you **write your password down** and keep that information in a safe place (wallet, purse).
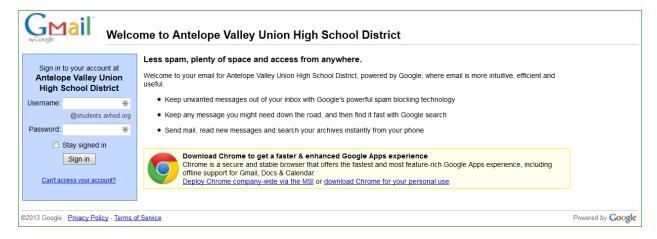
Start at www.avhs.org

Follow the links on the left side of the website to "Google Apps" (http://gapps.avhsd.org/)

The page is divided. The top three links are for teachers. The bottom four are for students.

Click on the Google Email link.

The username is your student ID. Type ONLY your ID number.

Type the default password: Type the initials to your first and last name followed by your student ID number. For example, Joe Student with a student ID of 145678 would type "js145678" – ALL LOWERCASE. Change your password; write your password down NOW. Keep the password with you at all times.

If you cannot log into your email account:

- Check to make sure that the CAPS LOCK is not enabled.
- Look at the image above and make sure you are actually on the student page.
- Are you ONLY typing the student ID as the username?
- Talk to your teacher. They can send an email to have your email password reset; however, this may take up to 48 hours.