

- 1) Every student has a Gradebook Login and also a district-issued student email account.
 - 2) Your email is through google, and the pattern is firstname.lastname@student.csd509j.net
 - 3) Your password for the email is your Student ID Number with an extra zero in front (this is an 8-digit number, like this: 00123456.)
 - 4) Your Gradebook Username is ALSO your Student ID Number, but with only one 0 in front (a 7-digit number, like this: 0123456).
 - 5) If you were a student here last year and remember the password you used then, it has not changed. You can simply go to the Gradebook link at the top of the school district web page and log in.
 - 6) If you are new to Cheldelin or you have forgotten your password, it is easy to set/reset!
 - a) Go to the Gradebook link.
 - b) Enter your Student ID Number in the first box.
 - c) Click the Forgot Password? link.
 - d) Log in to your student email account (instructions above).
 - e) Open the email with the subject heading Your Request to Reset Your Password. Click the link.
 - f) Enter your new password in both boxes and click Save.
 - g) Click Sign in.
- If you have any trouble with this process, see Ms. Chambers in the office.