## **CCS Student Email/Google Classroom**

Online work for students will be posted on your teacher's Google Classroom.

Check your student email, as some teachers have emailed you with the code to access their Google Classrooms.

\* If you didn't receive the code in an email, or need help resolving problems, please email your teacher using your student email account.

Student email addresses are in the format of studentIDnumber@columbus.k12.oh.us (for example, 12345678@columbus.k12.oh.us). Students will use the same password that they use to log in to district computers at school. Students can access their email account from any device by visiting <a href="mailto:ccsoffice.org">ccsoffice.org</a>.

## How to Access Student Email

- 1. From any device, visit <u>ccsoffice.org</u>.
- 2. For the username, enter your student email address (for example, 12345678@columbus.k12.oh.us).
- 3. For the password, enter the same password that you use to log in to a computer at school.
- 4. Contact the IT Help Desk (614-365-8425) with any questions or login problems.
- 5. **Note:** If you are using a shared or public computer, always remember to log out of your email account before closing your browser or leaving the computer.

\*IMPORTANT: Students must access Study Island through Clever. Your login and password are the same, your student ID#