



# ST. JOHNSBURY ACADEMY

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Hello FIRSTNAME LASTNAME,

**Advisor:** ADVISOR

Here is the information you will need to connect to your school portal account and your STJLabs Google Documents account:

Username: USERNAME Password: PASSWORD

### Login Locations:

STJLabs Google Documents: <http://docs.stjlabs.com>

STJA Portal: <https://www.stjacademy.org/userlogin.cfm>

- 1) When you login to STJLabs Google Documents, you should be forced to change your password.
- 2) When you login to the STJA Portal, click on "Update your password" in the "My Account" box and change your password.
- 3) To learn more about STJLabs Google Documents, visit:  
<http://docs.google.com/support/>
- 4) After you login to the STJA Portal, you should see your classes listed in the "My Groups" box. Click on a class name to view the page for that class.
- 5) Your STJLabs Google Documents account also gives you an email account. To access your STJLabs Google Email (Gmail), login to STJLabs Google Docs and click on "Mail" in the upper left, or login directly at <http://gmail.stjlabs.com> with your Docs username and password.
- 6) These accounts are property of the Academy and subject to all of the policies outlined in the *Student Handbook*.

**Note:** Even though you have the same username and initial password for both the portal and STJLabs Google Docs, they are completely separate accounts. If you change your password on one account, it does NOT change your password on the other.

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Director of Academic Technology Integration

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