Activating your Google Apps account IS A MUST. It gives you access to school email and many other powerful collaboration tools, for teaching, learning and research.

TO LOG INTO YOUR GOOGLE APPS

Visit www.gmail.com to activate your account using the following information:

Email: username@apps.salcc.edu.lc  
Password: your password

**username**: 1st letter of your First Name + First 9 letters *(for those whose surname is longer than 9)* of your Last Name + 2nd, 3rd and 4th **DIGIT** of your ID number

**Example:**
Charles Darwin (ID Number: DA1234567)  
username: cdarwin234

**your password**: The # sign + your ID number *(NB – First two letters must be capitalized)*

**Example:**
ID Number: DA1234567  
**your password**: #DA1234567

Remember to complete the “2-Step Verification” where you are required to enter your cell phone number. This will be required in the event you need to reset your password.

*Having problems with the log-on process? Please visit the ITS Department with your SALCC ID card in hand for further assistance.*