

## Accessing Student Access and/or District Gmail

This guide has been created to assist students with signing into Student Access. It will also cover the process for students to access their district Gmail account. There will also be a section that explains what to do if you forgot your password. In the final section of this document you will find some best practices for creating a new password.

### General Information about Student Access

All students will sign in with their @mpsdnj.us Gmail address in the user name field. The very first time you sign into Student Access you will be required to change your password. If a student logs onto a parent's account for any reason both accounts will be disabled. If you enter the wrong password more than 7 times your account will be locked out, and a password reset will not work. For more information about Student Access please visit our webpage

<http://www.montclair.k12.nj.us/district/technology/genesis-for-students/>.

### Fifth Graders First-Time Access to Gmail and Student Access

When Student Access accounts are created the district sends an email to the student's @mpsdnj.us Gmail account. The contents of this email will include the username and a temporary password that must be used the first time you log into Student Access. If a student has not accessed their Gmail before then they will need to accept the user agreement by going to <https://accounts.google.com/ServiceLogin> and signing in with their district credentials. Steps 3-6 under the section labeled "*Accessing your @mpsdnj.us district Gmail account*" explains the login process. After a user accepts the agreement they will be brought to Google's account webpage. From here they will need to click on the Gmail icon located at the top of the webpage.

### Accessing Student Access

1. Go to the district's homepage [www.montclair.k12.nj.us](http://www.montclair.k12.nj.us).
2. Click on the Student Access link located under the Announcements header. Please refer to Figure 1 for a screenshot of this link.

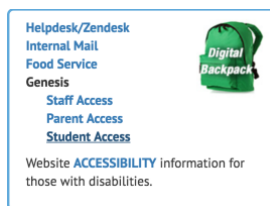
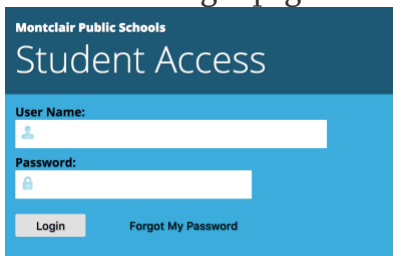


Figure 1

3. Click on the “Click Here to Log On to Student Access” link located in the middle of the screen.
4. Enter your credentials into the User name: and Password: fields. Please refer to Figure 2 for a screenshot of the Student Access login page.



**Figure 2**

5. Click on the “Login” button.

### Accessing your @mpsdnj.us district Gmail account

1. Go to [www.gmail.com](http://www.gmail.com).
2. Click on the “Sign In” button located in the webpage’s top right corner.
3. Type in your [username@mpsdnj.us](mailto:username@mpsdnj.us) Gmail address in the email or phone field.  
A student’s Gmail address is Firstinitial lastname##@mpsdnj.us. The ## represents the last two digits for your year of graduation. For example, John Smith, Class of 2025 would have an email address of jsmith25@mpsdnj.us.
4. Click on the “Next” button.
5. Type in your district password in the password field.
6. Click on the “Next” button.

### Steps if you forgot your Student Access Password

1. Go to <https://students.montclair.k12.nj.us/genesis/parents?gohome=true>.
2. Click on the “Forgot My Password” button.
3. Type your @mpsdnj.us Gmail address into the Email address: field.
4. Click on the “Submit” button.
5. Check your district Gmail Inbox for the new password.
6. Go to <https://students.montclair.k12.nj.us/genesis/parents?gohome=true>.
7. Type in your user name and new password into the appropriate fields.
8. Click on the “Login” button.

### Password Best Practices

1. Passwords should be at least eight characters and memorable

2. Passwords should include at least three of the four criteria below:
  1. Contain at least one number
  2. Contain at least one capital letter
  3. Contain at least one lowercase letter
  4. Contain at least one special character such as !, @, #, or \$.
3. Passwords should not include:
  1. Common words. For example, you should not use someone's name.
  2. Your username
  3. Important dates. For example, you should not use birthdays.
  4. Consecutive numbers or the same number over and over.
4. Common passwords that should be avoided (along with any variations of them):

1. 12345678	7. iloveyou
2. password	8. welcome
3. Pet names	9. starwars
4. qwerty	10. whatever
5. letmein	11. trustno1
6. football	12. hello