
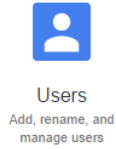
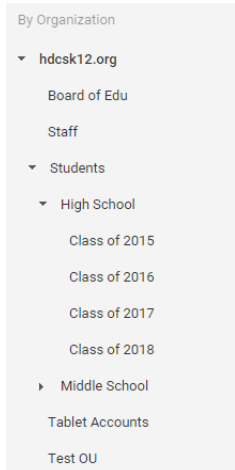


1. Log into your Hermon Dekalb Gmail account. And access your email.
2. Select the **Options** “gear” button at the top right corner. 
3. Select “**Manage this Domain**” from the drop down menu.
4. Next the Admin console will open in another window. If prompted for a username and password, enter the same credentials you use to log into your email.

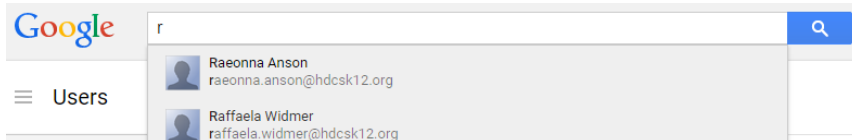
5. Select “**Users**”




6. On the Left hand side select the “**Students**” group by clicking the arrow and then select either “**High School, or Middle School,**” and then which **grade level** the student is in that you would like to reset the password for.



Another slightly quicker way might be to use the **search bar** right above “Users,” simply start typing a student’s name and it will auto fill and simply select the student from the drop down.



7. Once you select a student click  in the corner of the user's profile and choose **Reset password**. When you click this a window will pop up prompting you to input a password for the student.
8. Please **do not use** “Auto-generate password.” We recommend using the default generic password of: **student123!** and make sure the box is checked to “**Require a change of password in the next sign in.**”

Reset password for ABAGAIL DRAKE (abagaildrake)

Set password | [Auto-generate password](#)

Type Password Retype Password

Password strength:

Require a change of password in the next sign in