Google Apps Student E-mail Service:
First Time Accessing Your Account

The College provides electronic mail services to all fully registered students. The Google Apps Student Email Service: An Introduction document describes the service and College policies related to your use of your student email account. This document describes how to access your student email account for the first time.

Initial Setup Instructions


2. Enter your username and password. Your username will be the first ten characters of your last name dot your first initial followed by the last four digits of your G# (Example: Doe.J1234). Your initial password will be your date of birth in a MMDDYYYY format.

3. The first time you log in, you will be taken to a setup screen. Enter all required information; including a new password, verification code. Once you have entered this data and reviewed the Terms of Service, click on I accept. Create my account.

4. You will now be taken directly to your Inbox.
Syncing Your Email Password with SOS

As of June 30, 2012, students have the option of syncing their student email password with their SOS password.

Once you’ve completed the initial set up instructions outlined above, if you’re interested in syncing your Gmail password with SOS, simply log into the Password Self-Service System at www.sanjac.edu/password and change your SOS password.

Once you’ve changed your SOS password, your student email password will automatically update to match, so you can use a single password to access both!

What If I Need Help?

The Open Labs in the Interactive Learning Centers (ILC’s) on each campus will have available a number of short documents describing how to access, set up and use your account. Also, the Lab Assistants will be able to help answer your questions.

You may also contact San Jacinto College Technical Support:

✓ Online at http://techsupport.sanjac.edu
✓ By phone at 281-998-6137 (x6137 if on-campus)
✓ By email at TechSupport@sjcd.edu