

Dear Students and Parents,

Please follow the instructions below to log in to your Google account.

## Determining Your Login Information

### 1. The email address follows this formula:

**(*graduation year*)(.) (CPR number)(@alrawabi.online)**

For example, a grade 5 student with CPR=111122223 will have the email address "30.11112223@alrawabi.online"

Please note that for students born before 2010, remove the zero from the beginning of the CPR number.

For example, a grade 12 student with CPR= 088889999 will have the email address "23.88889999@alrawabi.online".

Please refer to the chart below for graduation year prefixes per grade level.

|          |     |         |     |
|----------|-----|---------|-----|
| Grade 12 | 23. | Grade 5 | 30. |
| Grade 11 | 24. | Grade 4 | 31. |
| Grade 10 | 25. | Grade 3 | 32. |
| Grade 9  | 26. | Grade 2 | 33. |
| Grade 8  | 27. | Grade 1 | 34. |
| Grade 7  | 28. | KG2     | 35. |
| Grade 6  | 29. | KG1     | 36. |

### 2. The password follows this formula:

**(*Pass.*)(CPR number)**

For the example students in #1, they should be "Pass.111122223" and "Pass.88889999", respectively. With the beginning zeroes omitted as well.

## II. Logging In To Services

1. Log on to <http://google.com>
2. Click on **Sign In**.
3. Enter your email address.
4. Enter your password
5. Once logged in, you may click this **icon** to view your Google apps such as **Gmail** and **Google Classroom**.

