

If you do not use Gmail for a personal email account

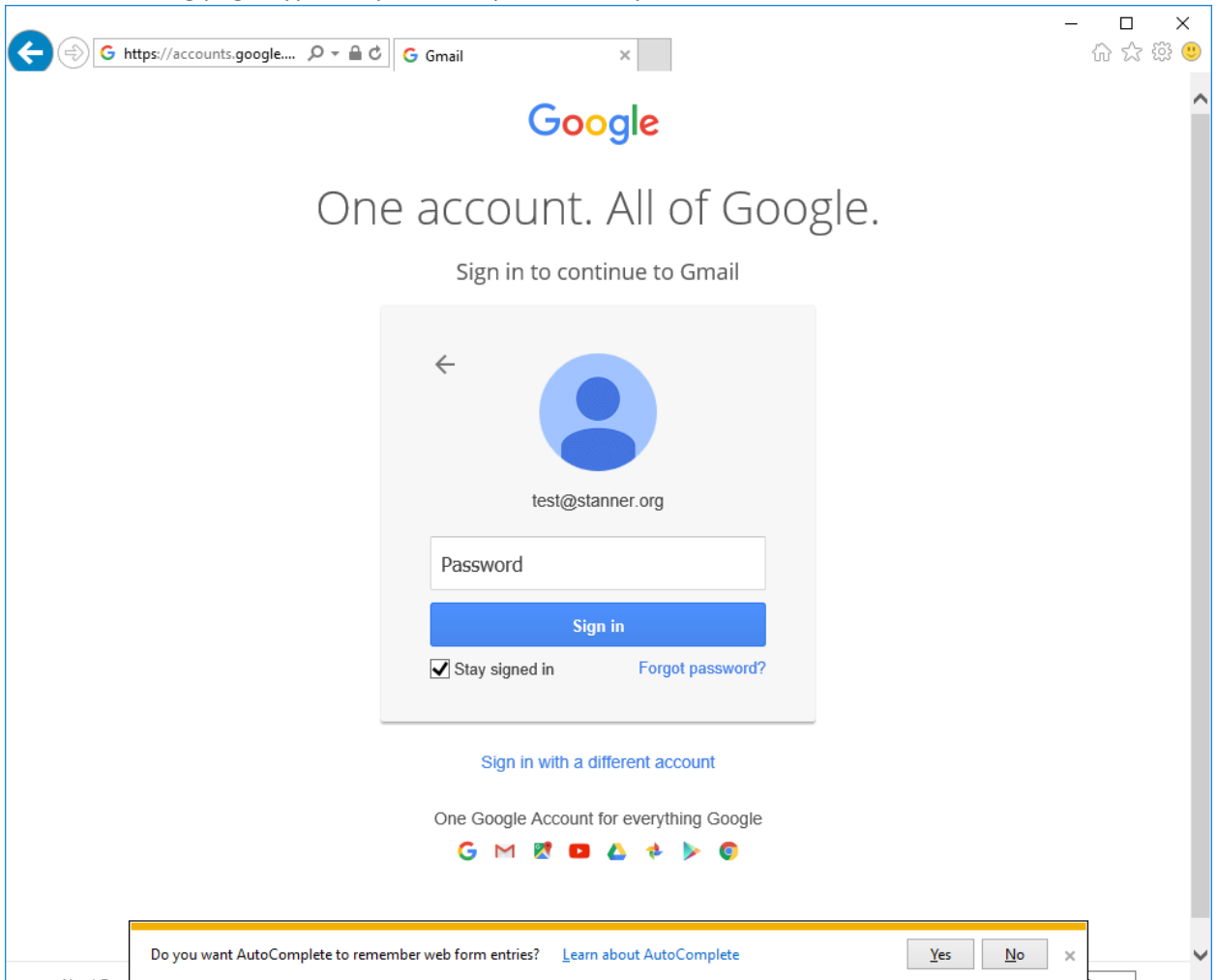
1. Go to <http://www.molloyhs.org>. Click on the "Parents" pull-down menu, and click Email. (You can bookmark this page if you like.)

The screenshot shows the website for Archbishop Molloy High School. The browser address bar displays <http://www.molloyhs.org/>. The school's logo is on the left, and the text "ARCHBISHOP MOLLOY HIGH SCHOOL" and "Not for school but for life" is on the right. A navigation menu is located below the header, with "PARENTS" highlighted by a red circle. Other menu items include "STUDENTS", "FACULTY", and "ALUMNI". Below the navigation menu is a banner for "Walkathon 2014" featuring a group of students in yellow shirts. Underneath the banner are four tabs: "Calendar & Events", "Latest News", "Athletic Events", and "The Beehive". The "Calendar & Events" section lists several events: "October 22 Today is Day 2", "October 22 College Athlete Presentation", "October 23 Frosh Retreat", and "October 30 Walkathon". A link "FOR FULL CALENDAR CLICK HERE" is provided. On the right side of the calendar section, there are two video thumbnails: "Watch the school video!" and "2015 College Representative Visit List". The footer of the page includes "About Google", "Privacy", "Terms", "Help", and a language selector set to "English (United States)".

2. On this page, type in your provided email address.

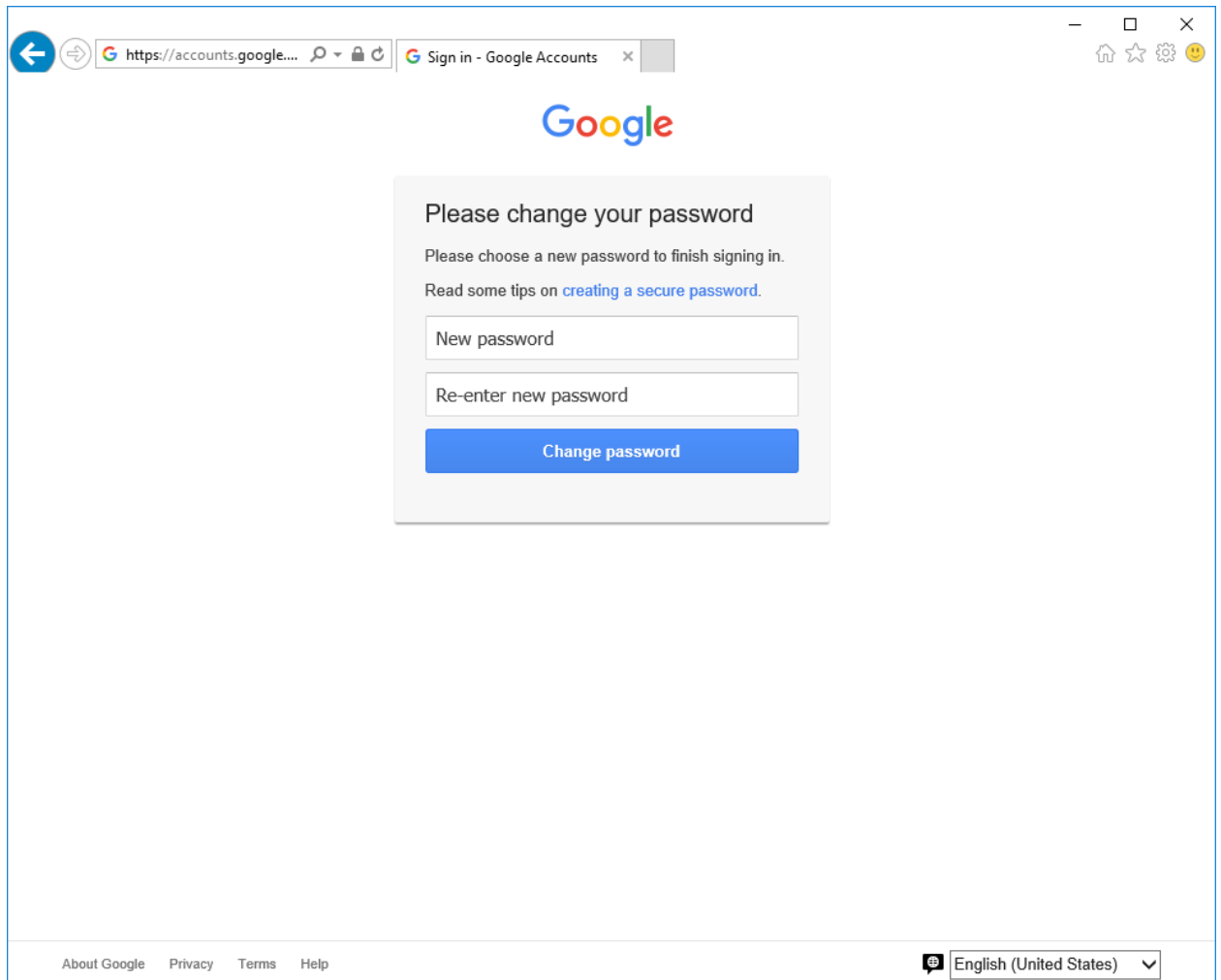
The image shows a browser window displaying the Google account sign-in page. The address bar shows the URL <https://accounts.google...> and the page title is "Gmail". The main heading is "Google" in its multi-colored logo, followed by the text "One account. All of Google." and "Sign in to continue to Gmail". A central grey box contains a placeholder for a profile picture, a text input field with the placeholder text "Enter your email", a blue "Next" button, and a "Need help?" link. Below this box is a "Create account" link. At the bottom of the central area, it says "One Google Account for everything Google" with icons for Google, Gmail, Photos, YouTube, Drive, and other services. The footer includes links for "About Google", "Privacy", "Terms", and "Help", and a language selector set to "English (United States)".

3. On the following page, type the password provided to you.



4. You will see a terms of use page; please accept the terms of use.

5. You will be prompted for a new password. Passwords need to be a minimum of 8 characters with at least 1 letter and at least 1 number.



The screenshot shows a web browser window with the URL <https://accounts.google...> and the page title "Sign in - Google Accounts". The Google logo is centered at the top. Below it, a grey box contains the heading "Please change your password" and the instruction "Please choose a new password to finish signing in." A link for "creating a secure password" is provided. There are two input fields: "New password" and "Re-enter new password". A blue "Change password" button is at the bottom of the form. The footer includes "About Google", "Privacy", "Terms", "Help", and a language selector set to "English (United States)".

With completion of this step, you will be in your account's inbox.