



GUTHRIE PUBLIC SCHOOLS

BLUEJAY ACADEMY

1021 E. Perkins
Guthrie, OK 73044

Updated 8-2023

GPS SCHOOL E-MAIL & GOOGLE DRIVE

Google School Mail: if you have yet accessed your School Google Mail, please go to mail.google.com using the log in information of: FirstName.LastName@guthrieeps.net. Remember, this uses your “real” first name, not your “go by” name.

If you are new to the district, your password will be Bluejays2 and you will be prompted to change it using the following parameters:

- Something you can remember & type correctly each time!
- 8 or more characters
- An Uppercase Letter
- A Lowercase Letter
- A Number
- A Special Character

Using your School Google Mail, please send an e-mail to BJA@guthrieeps.net and tell us a little bit about yourself: your full name, your likes & dislikes such as chocolate & spiders. We don't want to hear class stuff, we want to know about YOU. What do you like to listen to, what do you like to watch, what do you like to play? Do you have a favorite team, artist, performer, author, or designer? Tell us what you would like to do after you graduate high school and why this interests you.

Please remember that this is not text messaging or chatting with your peers. Use proper capitalization, punctuation, complete words and sentences.



All Guthrie Public Schools students have free storage space in Google Drive .

To access **Google Drive** for Students, go to drive.google.com or through the Google 9 Dots.

The login for Google Drive is the same as your E-mail log in and password.

As you go through the year, all items created for your classes should be saved in your Google Drive. (More on that later!)

Google Drive is Google's online service for storing and managing your documents in the “cloud.” Google for Education is designed specifically for educational use.

The basic **Google Apps** are:

- Google Docs (word processing)
- Google Sheets (spreadsheets)
- Google Slides (presentations)
- Google Drawing
- Google Forms

All Google Apps are free.

For more information on using Google Drive & Google Apps, please check out the following links:

[Google Learning Center](#) in the “*How can we help you?*” box type in ?????? Cheat Sheet with the App name replacing the ????, such as Google Docs Cheat Sheet or Google Drive Cheat Sheet.

If you are new to the Google products, we recommend you look for the multiple Google Tutorials available online.

Google Chrome Browser: you will also want to make sure your device or system has the Google Chrome Browser installed. This can be downloaded for free from <http://google.com/chrome>.

Welcome to the BlueJay Academy! The best is yet to come!

~Mrs. Benson~