



# CCHS – How to Log into.....

## Google Suite

Students at CCHS benefit from the flexibility offered through the Google Suite of Programs. Documents, presentations, lesson notes, tasks and learning resources are readily available for students to use both within school and at home.

Students' files are stored on their personal Google Drive, along with files shared with them by teachers.

The Google Classroom facility offers a link between teachers and students and is utilised in numerous lessons.

Lessons content is regularly shared by teachers through Google Classroom.

Students can often recap lessons at home or complete tasks set at home if absent or are having to isolate.

Google Docs, Slides and Sheets enable students to work online to complete work without the need for software to be installed locally on personal computers or tablets.

Students also have their own school email account, which they should access daily.



G Suite



Google Drive



## How to Access Google Suite

Year 7 & Year 8 (2023/24) log in to the school's Google Suite, students use their school username followed by [@cchs.school](mailto:@cchs.school) in the format: [CCH\[YY\]SurnameFirstinitial@cchs.school](mailto:CCH[YY]SurnameFirstinitial@cchs.school)

Year 9 to 11 - log in to the school's Google Suite, students use their school username followed by [@cchs.school](mailto:@cchs.school) in the format: [\[YY\]SurnameFirstinitial@cchs.school](mailto:[YY]SurnameFirstinitial@cchs.school)

'[YY]' is the last two digits of the year when the student was in Year 7, followed by their Surname then First Initial (no spaces).

## School Year 2022/23

	[YY]
Year 7	23
Year 8	22
Year 9	21
Year 10	20
Year 11	19
Year 12	18
Year 13	17

**Year 12 students (2023/24)** who previously studied at CCHS use [18SurnameFirstinitial@cchs.school](mailto:18SurnameFirstinitial@cchs.school) for Google Suite (Classroom, Gmail etc.);  
New students use [CCH18surnamefirstinitial@cchs.school](mailto:CCH18surnamefirstinitial@cchs.school)

**Year 13 students (2023/24)** who previously studied at CCHS use [17SurnameFirstinitial@cchs.school](mailto:17SurnameFirstinitial@cchs.school) for Google Suite (Classroom, Gmail etc.);  
New students use [CCH17surnamefirstinitial@cchs.school](mailto:CCH17surnamefirstinitial@cchs.school)

Password = The initial password is 'Password11' (Year 7 – 'Password23') – students will be prompted to change this when they first login. They will need to remember their new password and keep it private.

Our IT Technicians can reset this in school if it is forgotten

Students are able to log into their school Google account from any computer or tablet at school or at home and should be checking their school emails and Google Classroom daily.

(Please note that CCHS students also have a Microsoft 365 account – See the [Office 365](#) help sheet for further information)

NB. Students also have a network username ([CCH\[YY\]SurnameFirstinitial](mailto:CCH[YY]SurnameFirstinitial)) and password, which they use to log into windows-based computers in school. These are different to their Google credentials (if they change their network password this will not update their Google Suite password and visa-versa).

Essentially students have separate usernames and passwords for Google Suite; Office 365 and Windows computers in school.