



CCHS – How to Log into.....

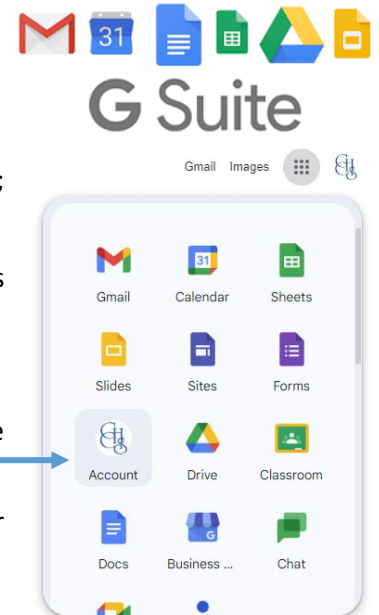
Updating Default Password to Secure your Account

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.

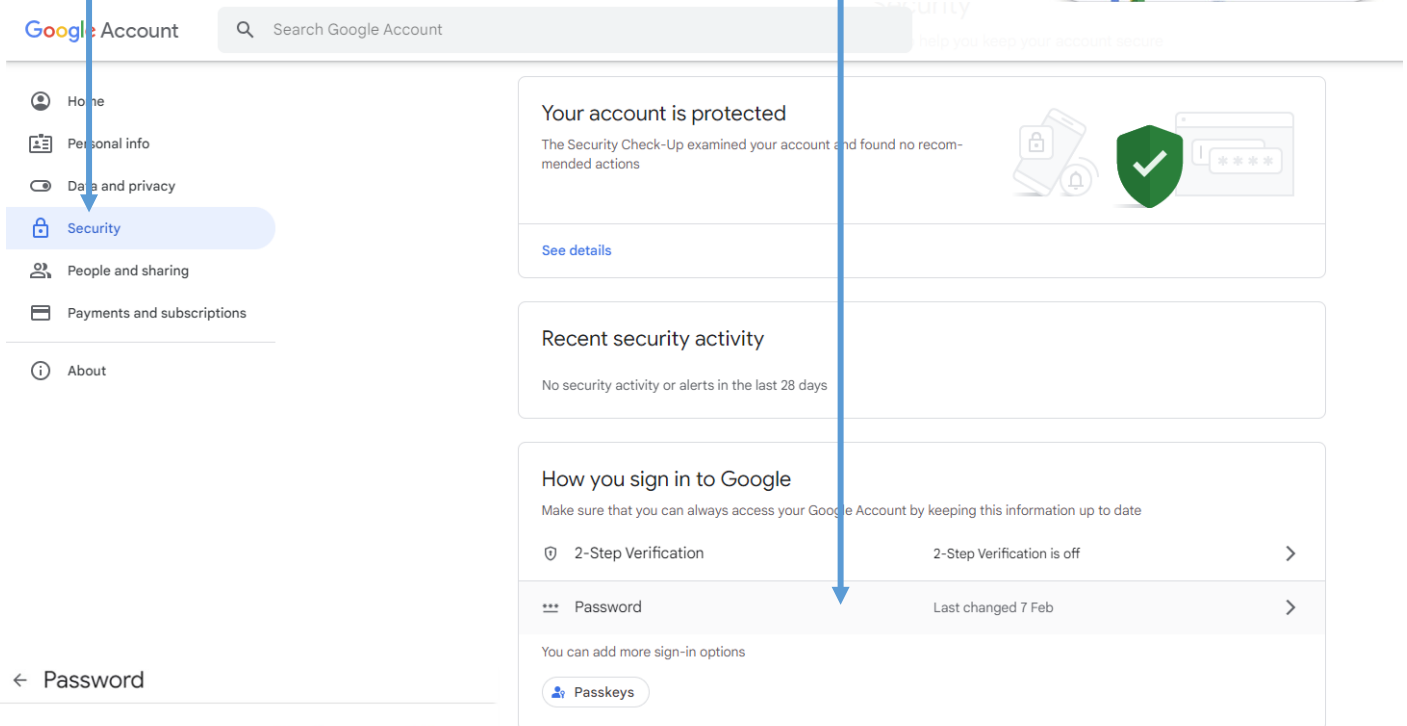
When students' accounts are created a generic password is added to their account; this must be changed at the earliest opportunity to secure their account.

[See our specific '[Student Login Details](#)' guide for the format of student's usernames for various applications that are used as part of their education]



Change a Google Password

1. From the Google Waffle (the nine dots at the top right of the Google dashboard) select 'Account'
2. From the Security tab (Left-hand column) select the Password option, under the 'How you sign in to Google'.



Choose a strong password and don't reuse it for other accounts. [Find out more](#)

You may be signed out of your account on some devices. [Learn more about where you'll stay signed in](#)

New password

Password strength:
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Confirm new password

[Change password](#)

3. After confirming your current password (which initially will be the default password), you will then be prompted to create a new password for your Google Account.

Remember your new password and keep it private.

(Our IT Technicians can reset your password in school if it is forgotten)

The default password is 'Password11' (Year 7 – 'Password23')

NB. Students also have a network username (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).