

# All about your Wingra account

**All Pond, Lake, and Sky students at Wingra have a Google account of their own. At school, we use these accounts to create and edit documents in Google Drive, work with other students, and access different resources.**



**Starting in the Lake, students are given the responsibility to come up with their own secure password for this account. In the Lake and Sky, students also use these accounts as email addresses to communicate with their teachers and to work together on projects.**

**This document is designed to help you log into your Wingra school account from home. On the last page of the document is a login card. You can print this card out and write down your personal login information to have as a helpful resource. You can keep it next to your work space at home or with a trusted family member just in case.**



**You are always welcome to email me if you need login help, have forgotten your password, or are having trouble with your account. My email is [miranda@wingraschool.org](mailto:miranda@wingraschool.org)**



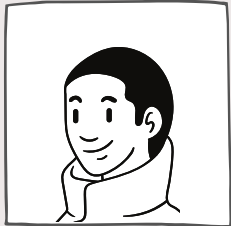
To figure out their Wingra accounts, Jane and Jerry now need to put their first name and the first letters of their last names together. Jane is janed and jerry is jerrylb. After they write this down, they now know their full account names.

Jane is janed@wingraschool.org

Jerry is jerrylb@wingraschool.org

They both then come up with passwords and write them down to remember them.

A really complex password has uppercase and lowercase letters, some numbers, and different kinds of punctuation, like question marks or dashes. It is also really helpful to make sure the password is something that you can remember (but not something anyone can guess!)



### My login information

My name is Jerry Lovelace-Babbage

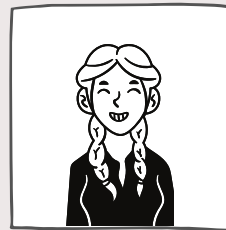
The first letter of my last name is L B

jerrylb

@wingraschool.org

first name + last initial(s)

My password is sp33drUnner\_2020



### My login information

My name is Jane Doe

The first letter of my last name is D

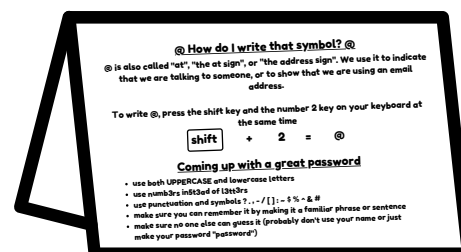
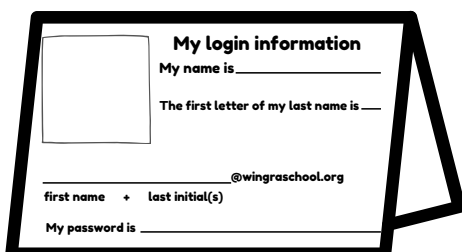
janed

@wingraschool.org

first name + last initial(s)

My password is mY/reallyGo0d-pHssword?

You can print out the next page and fold it on the dotted line to use it as your own login card! On one side is your login information, and on the other side are helpful reminders for typing your information and coming up with a good password.



- use both UPPERCASE and lowercase letters
- use numbers instead of letters
- use punctuation and symbols ? , . / [ ] : ~ \$ % ^ & #
- make sure you can remember it by making it a familiar phrase or sentence
- make sure no one else can guess it (probably don't use your name or just make your password "password")

## Coming up with a great password



To write @, press the shift key and the number 2 key on your keyboard at the same time

@ is also called "at", "the at sign", or "the address sign". We use it to indicate that we are talking to someone, or to show that we are using an email address.

## @ How do I write that symbol? @

# My login information

My name is \_\_\_\_\_

The first letter of my last name is \_\_\_\_\_

\_\_\_\_\_@wingraschool.org

first name + last initial(s)

My password is \_\_\_\_\_