



菲律賓基督教靈惠學院

Grace Christian College

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GCC PRES. Memo No. 2020-13

To: All Parents & Guardians
From: Dr. Christine J. Tan, President
Subject: *New* Official GCC-issued Email Addresses for Students
Date: October 19, 2020

Good News! ALL students of Grace Christian College will have NEW official School email addresses, under GCC's partnership with G Suites for Education, which includes unlimited cloud storage (and other *educational* features).

Going forward, Grace Christian College will recognize & use this official School-issued e-mail address as the student's *primary* email address. This will enhance the Security and Quality of our educational processes, as well as facilitate efficient Communications.

Students' (New) Official GCC-issued Email Addresses will be used—

- For School communications, School transactions, and any School-related matters
- For School-provided E-BOOK (applicable only to selected Grade levels)
- For CANVAS learning management system – as the *primary* email address
- Other School-related purposes

HOW TO ACCESS YOUR (NEW) GCC-ISSUED OFFICIAL STUDENT EMAIL ADDRESS

- (1) Open internet browser (e.g., Microsoft Edge, Mozilla FireFox, Google Chrome, etc.)
- (2) In Address Bar / URL, type – "**www.gmail.com**". You will be directed to GMAIL login.
- (3) For "EMAIL OR PHONE", type in your (new) School student email address, which is in the following format –

lastname.firstname@grace.gcc.edu.ph

For example, **delacruz.racheljoy@grace.gcc.edu.ph**

- (4) Click "NEXT"
- (5) For "ENTER YOUR PASSWORD," type in your (default) Password, which is in the following format –
studentnumber(+)familynumber

For example,

if Student Number is 189999 and Family Number is 17001

Default Password is 18999917001

- (6) Click "NEXT"

- (7) You are now logged in to your (new) School student email address.
- (8) **IMPORTANT.** For security reasons, please change your Password to your personalized password ASAP.
- (9) For questions regarding EMAIL ADDRESSES or PASSWORDS, kindly send your question to—

Grade Level	Please send email to—
Toddler, Nursery, Preparatory, Kindergarten <i>(Note: including students enrolled in GCC Preschool Home Study Program)</i>	kinder@gcc.edu.ph
Grades 1—6	elementary@gcc.edu.ph
Grades 7—12	highschool@gcc.edu.ph
College-level	college@gcc.edu.ph

**GUIDELINES ON PROPER AND RESPONSIBLE USE
OF OFFICIAL GCC-ISSUED STUDENT EMAIL ADDRESSES**

1. This official GCC-issued Email address is for the use of **current** GCC students. Students who graduate or transfer-out (for any reason) will **no longer have access** to this School email address.
2. All GCC students should abide by the policies, rules, and regulations set by Grace Christian College, in the usage of this official School-issued Email address.
3. Misuse of this official School-issued Email address will result in disciplinary actions, including (but not limited to) suspension of email privileges.
4. This official School-issued Email address is strictly for use of / related to education of current GCC students only. Others (for example, parents and family members) cannot use this email for their personal or work purposes.
5. Other School guidelines may be added as needed.