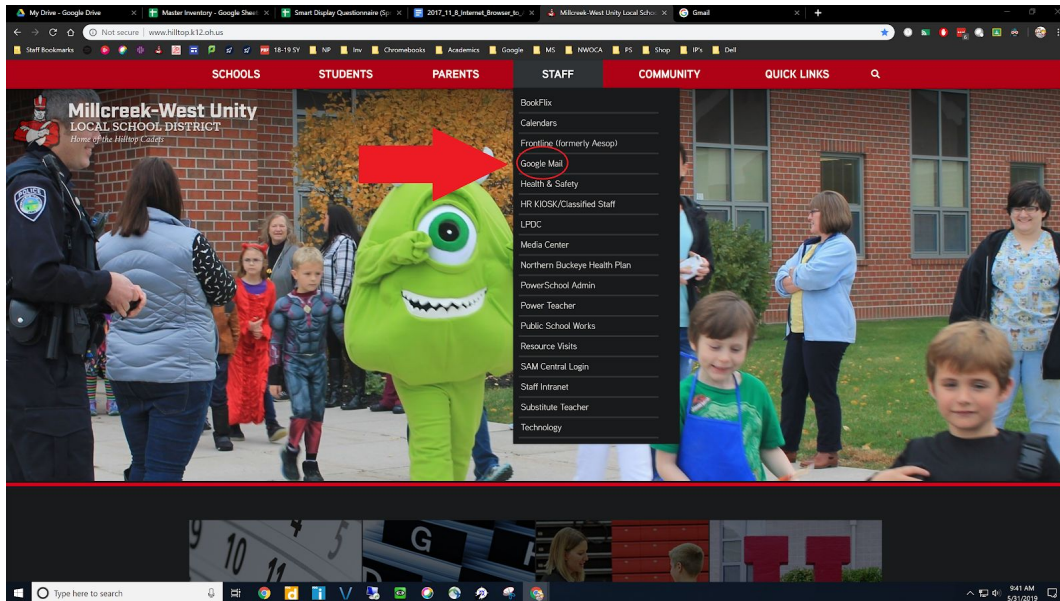
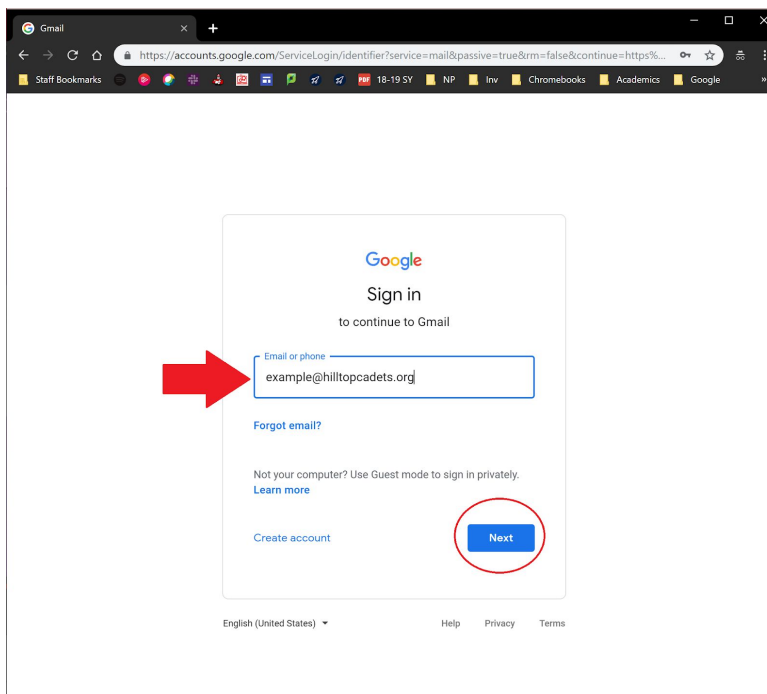


Accessing Your Hilltop Email

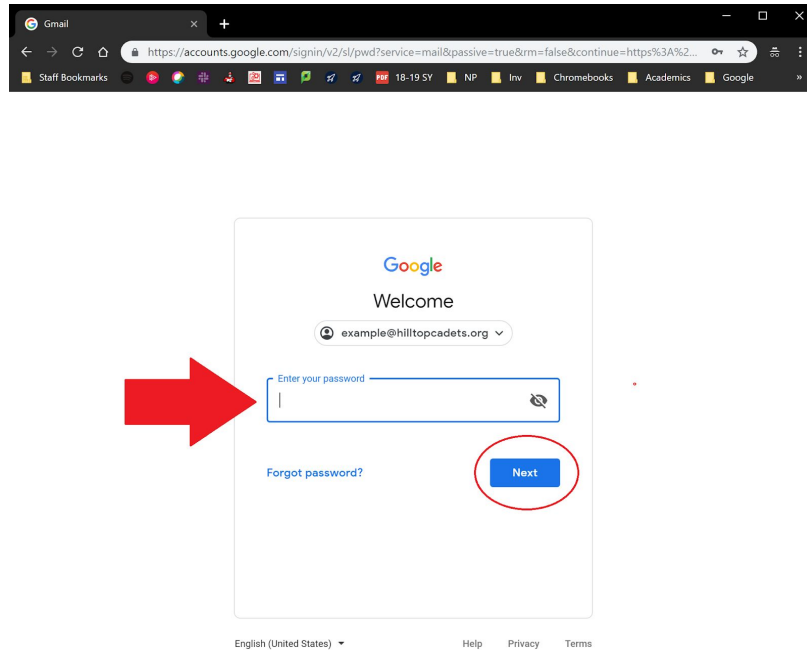
- Go to www.hilltopcadets.k12.oh.us to access the Hilltop District website
- Select “Staff”, then select “Google Mail” in the dropdown email



- Your email address is _____@hilltopcadets.org. Fill out the username with this address and click “Next” afterwards.



- Enter the default password provided in the password field. Your default password will be _____. Then click “Next”.



Google

Welcome

example@hilltopcadets.org

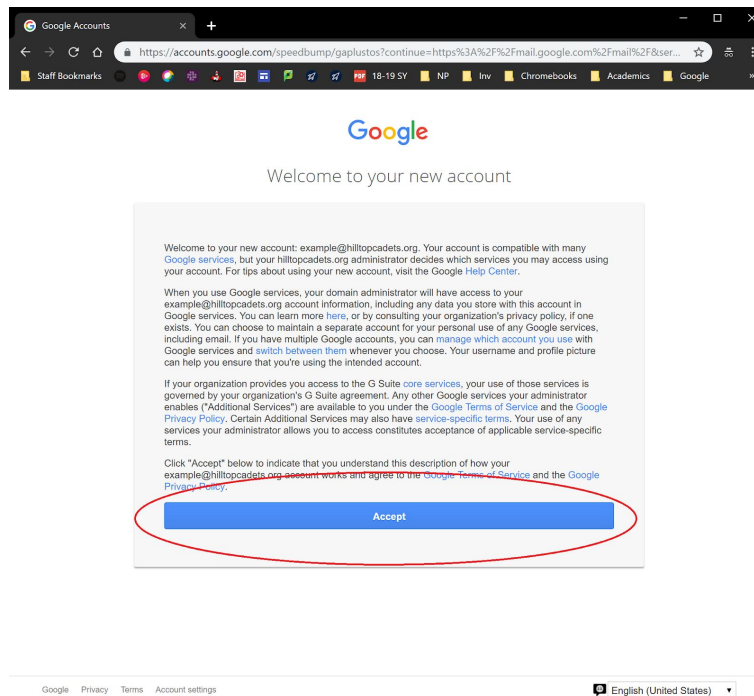
Enter your password

Forgot password?

Next

English (United States) Help Privacy Terms

- Click “Accept” to accept the G-Suite user Agreement for the Millcreek-West Unity Local School District Domain.



Google

Welcome to your new account

Welcome to your new account: example@hilltopcadets.org. Your account is compatible with many Google services, but your hilltopcadets.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your example@hilltopcadets.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your example@hilltopcadets.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

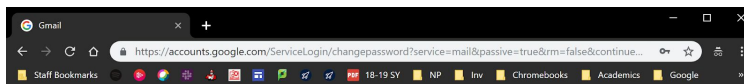
Accept

Google Privacy Terms Account settings English (United States)

- You will then be prompted to change your password to one that is unique to you. Type your new password in the “Create password” field, then again in the “Confirm” field. Afterwards, please click “Next” to proceed to your new inbox!

Please be aware that your new password must have at least:

- ☐ One capital letter
- ☐ One lowercase letter
- ☐ Must be 8 characters long

A diagram of the password change form. Two large red arrows point from the left towards the 'Create password' and 'Confirm' input fields. A red circle highlights the 'Next' button at the bottom right of the form.

- You should next be greeted by your new inbox. Select a default viewing mode for how much or little content you would like to see
- e in the inbox main view (attachments, recipients, etc) The “Default” view is recommended.

If you have any questions or concerns, please feel free to contact the Tech Dept at acummins@hilltopcadets.org.

