

## Gmail and My BackPack account instructions for new students.

1. Lyndon Institute uses G-Suite for Education and Gmail for student document storage and communication.
2. Lyndon Institute uses 'My Backpack' as our on-line portal for student information. This portal will allow you to:
  - View Homework
  - View Attendance
  - View Grades
  - Communicate with Faculty
  - View Progress Reports
  - View key contact information for individual departments

**Before you proceed to the login instructions to My BackPack, please login and change your password in your Lyndon Institute Gmail account first. To login to Gmail, please go to [www.google.com](http://www.google.com) and sign in with your email address.**

- **The format for your Gmail address is: <firstname>.<lastname>@lyndoninstitute.org**
- **Your temporary password is the pound symbol or hashtag (#) + your student ID number; e.g., #ABCD001.**
  - **If you have your student ID, it is located below the barcode on the back.**
  - **If you do not have your student ID, please do the following**
    - **Have your parent log into their My BackPack account**
    - **Click on the Account Summary**
    - **Look at the student account number**
    - **The temporary password to login to their GMail account is # plus the student account number; e.g., #ABCD001 where ABCD001 is the student's account number**
    - **Once successfully logged in to GMail, they can proceed with the instructions below**


**You cannot create or update your My BackPack password if you do not have a working Lyndon Institute email account. If you need assistance, please contact the Lyndon Institute IS department at [it@lyndoninstitute.org](mailto:it@lyndoninstitute.org).**

Login Information for 'My Backpack' is as follows (please read through the complete process below before you try it):

Your User Name is your firstname.lastname. Before you are able to log into 'My Backpack' for the first time, you will need to create your password. To create your password, follow the instructions below:

1. To create your password: ***Go to [www.lyndoninstitute.org](http://www.lyndoninstitute.org). Click Login and then the My Backpack link. In that window, click 'I forgot my username/password'.***
2. You will be asked to enter your User Name **OR** your E-Mail Address. ***Simply type in either your username (firstname.lastname) or your Lyndon Institute E-Mail address and click the Button that says 'Get User Name/Password'.***

A new email message will now be automatically generated and sent to your Lyndon Institute e-mail address allowing you to give yourself a new password.

A link to 'My Backpack' is available on the Lyndon Institute website at [www.lyndoninstitute.org](http://www.lyndoninstitute.org). If you click the home button  in Google Chrome, you will be directed to a page of quick links to the most commonly used programs.