

SHEFFIELD CITY SCHOOLS EMAIL INFORMATION

1. SCS technology department assigns an email address to all Sheffield City Schools employees.
2. Sheffield City Schools email is a Gmail account. Our extension is [@scs.k12.al.us](mailto:scs.k12.al.us).
3. **MOST** email addresses are set up in the following manner: First initial of first name and full last name. For example, John Smith's email address would be jsmith@scs.k12.al.us.
 - a. Legal first names are used in email addresses. Even though John Robert Smith goes by Robert, his email would be jsmith@scs.k12.al.us.
 - b. Since two employees cannot have the same email address, *occasionally*, the format is a little different.
4. To access your email account:
 - a. Go to mail.google.com/a/scs.k12.al.us
 - b. Enter your Sheffield City Schools email address
 - c. Enter the temporary password: Bulldogs24!@
 - d. Click login and follow instructions
5. If you have trouble logging in, please contact Brian Craig at bcraig@scs.k12.al.us. It could be that your email is formatted a little different than normal.