


CPS E-MAIL SETUP INSTRUCTIONS

1. Go to **google.cps.edu**

2. Click

“New user? Set up your account”



Username


Password Need help?

Sign In

New user? Set up your account

3. Answer the following questions:

Claim Code = Student ID #



Step 1

Answer the following questions to claim your account:

Legal First Name: *

Claim Code (Ask your Teacher or call the Talent Department if you don't know your code): *

If you do not know your claim code, please call the Talent Office at (773) 553-4748. If you are a student, please ask your teacher for help.


Birth Date (YYYYMMDD - For example, if your birthday is July 1, 1990, enter 19900701): *

For example, July 1, 1990 would be entered 19900701.

Next

*Required

4. Set your new password:



Step 2

Update Your Password

Your password must be at least 8 characters in length and contain all 3 of the following criteria:

- Uppercase letter (ABC)
- Lowercase letter (abc)
- Number (0-9)

New Password

Verify Password

Next