



On behalf of the Technology Department, welcome to The Frederick Gunn School. This page gives you information for accessing The Frederick Gunn School network and your school email. By taking a few minutes to complete these steps now, you will save time at registration. This information is being sent to new students in a separate email, and is being shared with you as the parent/guardian to ensure the student receives it.

In a separate email, you and your student will have been given 3 pieces of information

1. **Email address** (this is also your username for most services)
2. **Initial Password**
3. **Username for password changes**

You will use these three items to get your account setup. If you have problems, please email helpdesk@frederickgunn.org, and we will assist you.

Step 1: Change your password

Change your password at <http://password.gunnery.org/changepassword> - when entering your username, enter it as seen in the email (item #3) - **Username for password changes**. The current password is the **Initial Password** in the email (item #2).

Note: Be sure you are using a "\" when entering your username. Do not use a "/" - it will not work.

Note: your password must contain at least 8 characters including uppercase, lowercase, numbers and symbols. It cannot contain your name or the words Gunn or Gunnery.

Be sure to keep track of your username and password. You will need them to use The Frederick Gunn School network, including getting your laptop online when you arrive on campus

Step 2: Accessing your email

Go into your email by going to <http://gmail.google.com>. You will be asked for your email address (item #1- **Email Address**) and password (the new password you created in Step 1). Once entered, you should see your Frederick Gunn School email.



Step 3: Google 2-Step Verification

This is an important step that greatly enhances the security of your account and the security of the school. When using 2-Step Verification, Google will not only ask for your password, but will send a code or prompt to your phone number.

To set this up:

1. Go to <https://myaccount.google.com/security>
2. Once there, click the **2-Step Verification** link to get started
3. Click **Get Started**
4. Enter your mobile phone number
5. You will get a code texted to you. Enter the NUMERICAL part of the code on the screen (i.e. if the code is G-123456 just enter 123456).
6. Finally, click the **Turn On** link and you are done!

Step 4: Accessing HighlanderNation

Access HighlanderNation by going to <https://frederickgunn.myschoolapp.com> and entering your frederickgunn.org email address into the login spot. It should direct you to Google to authenticate you. If you are already logged into Chrome and Gmail, this should happen quickly and automatically. During the school year, HighlanderNation is where you will find your schedule, course information and grades as well as other helpful resources.

If you have any questions, please email HelpDesk@frederickgunn.org.

Sincerely,

BJ Daniels
Director of Technology
The Frederick Gunn School

BE A FORCE
FOR GOOD