



The
Frederick
Gunn
School

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 that your student receives it.

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

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

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

1. In Chrome, open an Incognito Window.
2. Go to <https://gmail.com> and log in with your FGS **email address** and **Initial Password**. This will open your FGS email account, which is hosted by Google.
3. Once logged in to your FGS email account, go to <https://myaccount.google.com/signinoptions/password> and use your **Initial Password** and FGS **email address** to log in.
4. When prompted, change your password.
5. You may be asked to set up your 2-Step Verification. Please do so. If you set up 2-Step Verification at this point, you can skip Step 3 below.

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 access The Frederick Gunn School network, including getting your laptop online when you arrive on campus.

Step 2: Accessing your FGS email

Make sure you can access your FGS email. Close your browser windows. Then open an Incognito Window.

Access 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 account.

Once you have confirmed you can access your email, you may want to set up another account in Chrome. You can do this by clicking on your picture at the very top right corner of your screen. Then click the **+ Add** button (at the bottom). From there, you will be asked to enter your FGS credentials (email address and new password).

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 cell phone number.

To set up 2-Step Verification:

1. Go to <https://myaccount.google.com/security>.
2. Click the **2-Step Verification** link.
3. Click **Get Started**.
4. Enter your mobile phone number.
5. You will receive a code via text on your phone. Enter the NUMERICAL part of the code on the screen (i.e. if the code is G-123456, you will 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 as the login. You will be directed 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 daily schedule, course information, and grades as well as other helpful resources.

Step 5: Preparing your devices for FGS Wi-Fi

By following the steps [HERE](#) you can set up your devices for The Frederick Gunn School's Wi-Fi system. This step can be completed before you arrive on campus so that your phones and laptops are ready to connect upon arrival.

Step 6: Preparing your laptop for printing

Before arriving on campus, we recommend that you follow these steps so you are ready to print from your device to any school printer.

1. Get a [PIN](#) code to access printers. Be sure to keep track of this (use your phone's Notes option, if this is helpful)
2. [Install the print driver](#) on your laptop

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

Sincerely,

BJ Daniels
Director of Technology
The Frederick Gunn School