

## **Trouble Accessing Student Email**

If you are having trouble accessing student email through outlook, please have go through the student portal from the gpsd.us website. The steps are as follows:

- Go to [www.gpsd.us](http://www.gpsd.us)
- Scroll down to the bottom and click where it says Student Portal (Located at the left in the dark blue bar)
- Click Student Login Here (Maroon icon)
  - Type in the email (first 8 letters of first name.first 8 letters of last [name@student.gpsd.us](mailto:name@student.gpsd.us))
  - If you have more than 1 last name, you will need to continue typing until you reach 8 letters
    - There are no spaces or ' or – in the emails.
    - If you are a Jr. or III, you will need to enter that until you reach the 8 letters