



Tech Memo

Email address: _____

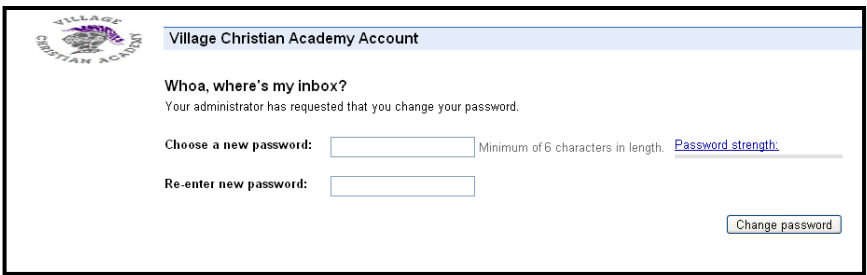
Username: _____

Password: _____

1. Go to the VCA website at <http://www.vcanc.com>
2. Click anywhere on the words "Village Christian Academy" (gold letters) at the top of the page
3. Under "VCA Staff Google Applications" Click "Start Page"
4. Type in your **Username** (This will be your first initiallastname). Example: tmalone
Do not put the @vcanc.com in the username



5. Press tab or click in the Password field (right below Username)
6. Type your **Password**. Please see Tammy Jo for the initial password
7. Click "Sign In"
8. You are directed to a screen which requires you to change your password. You will only see this screen the first time and not the next time you login.



9. Type a new password in the "Choose a new password". Your password must be a minimum of 6 characters long and must include numbers and letters
10. Type the same new password in the "Re-enter new password" box
11. Click "Change Password"
12. You will be directed to the **Google Apps Control Panel**
13. Click any link on the right side of the screen to go to the application you need.