

Signing In to Your Tangaza School Email

Temporary password: August@2025. Google will force you to change it the moment you sign in — have a new password ready (at least 12 characters, with upper case, lower case, a number and a symbol).

Never share your password with anyone. The University will never ask for it by email or phone.

Your address is your admission number with the slashes removed, plus **@tangaza.ac.ke**. For example, admission number `ys72/00137/2025` becomes `ys72001372025@tangaza.ac.ke` — that is only an example, so use your own admission number.

Part A — On your phone (Gmail app)

1. Open **Gmail**. On a phone with no account, tap **Add an email address**. If you already use a personal Gmail, tap your profile picture, then **add another account**.
2. Choose **Google**. Not Exchange, not Other — your school account is a Google Workspace account.
3. Enter your full address and tap **Next**. No slashes, no spaces, no capital letters.
4. Type the temporary password **August@2025**. Tick **Show password** to check for typing mistakes, then tap **Next**.
5. Tap **I agree** on the Terms of Service page. You only see this the first time.
6. Set your own password. Google requires this on first sign-in: at least 12 characters with upper case, lower case, a number and a symbol. Do not reuse the temporary one.
7. Your inbox opens. Drive, Docs and Classroom now use the same account. Switch accounts from your profile picture and check the address at the top before sending mail.

Part B — On a computer

1. Go to **mail.google.com**. If someone else's account is showing, click the profile picture and choose **Sign out** or **add another account**.
2. Enter your address and password, clicking **Next** after each.
3. Google will prompt you to change your password immediately after this first sign-in. Set a new password following the same rules as above (at least 12 characters with upper case, lower case, a number and a symbol) — do not reuse the temporary one.
4. On a shared or library computer, always click **Sign out** when you finish, and never save the password.

Part C — Secure your account on day one

Tap your profile picture, then **Manage your Google Account**, then **Security**:

- **Turn on 2-Step Verification** and add your own mobile number, so the code comes to you.
- **Add a recovery phone and recovery email** — this is how you get back in if you forget your password.
- **Check recent sign-in activity**. If a device or country is not yours, change your password and tell ICT immediately.

Doing this now takes two minutes and could save your account later.

If something goes wrong

Problem	What to do
"Couldn't find your Google Account"	The address is mistyped. Check the slashes are removed and the ending is exactly @tangaza.ac.ke.
"Wrong password"	Tick Show password and retype it — passwords are case sensitive. Use Forgot password? or ask ICT for a reset.
Can't receive the verification code	Tap Try another way or ask ICT to reset your second step.
Account disabled or suspended	Contact ICT.

Need help? Visit the ICT Helpdesk during office hours with your student ID.

