

Google Workspace and Gmail Access

Mount Sinia Phillips School of Nursing

Follow these steps to access your Google Workspace and Gmail account.

1. **Receive your username and password.** You will receive your school username and password by mail from donotreply@pson.edu
2. **Access Google from the web.** Use a web browser to access Google and sign in with the username and password you received.
 - Visit: [Google Gmail Access](#)
3. **Enroll in 2-step authentication.** During your first sign-in, you will be prompted to enroll in 2-step authentication: phone number (required). Google Prompt, Passkeys, and alternative email are optional. This step is required for security purposes and for password-reset support.
4. **Complete account activation.** After you complete the required 2-step authentication setup, your account will be activated. Follow any remaining on-screen instructions.

Note: Use the official Gmail app on your phone. Do not use the school account with third-party mail services or unofficial mail apps on your phone. Use the official Gmail app from Google.

Important: Keep your password and 2-step verification information secure. Do not share them with anyone.