



THE NEW YORK CITY DEPARTMENT OF EDUCATION  
**Stuyvesant High School**  
345 Chambers Street, New York, NY 10282-1099  
Telephone: (212) 312-4800 Facsimile: (212) 587-3874

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September 4, 2024

Dear (student name)

New York City Public Schools (NYCPS) now requires schools to use the Department of Education's (DOE) Enterprise Google Workspace, which involves students using their [DOE-provided student accounts](#). As a result, we will be transitioning from primarily using the **@stuy.edu** account to the **@nycstudents.net** DOE-provided account over the next several weeks, potentially continuing through the end of this term.

During this transition, you must regularly check both your **@stuy.edu** and **@nycstudents.net** accounts. Please ensure you check both accounts daily, as important communications will be sent to the email addresses associated with the platforms currently used at Stuyvesant.

**WHEN TO USE THE APPLICABLE ACCOUNT:**

<b>Platform</b>	<b>Account</b>	<b>Description</b>
Google Classroom	@nycstudents.net	For login and communication associated with the platform
Jupiter Grades	@nycstudents.net	For login and communication associated with the platform
Talos	@stuy.edu	For login and communication associated with the platform.
Naviance	@stuy.edu	For login and communication associated with the platform  *NOTE: Freshmen accounts will be created using @nycstudents.net in November.

Below you will find important information to help you get started:

- How to access your DOE student account
- How to forward your stuy.edu email to your DOE student email address (strongly recommended)

**DOE STUDENT ACCOUNT:**

Every New York City public school student has a DOE account. Your DOE account stays the same the entire time you are in school, and with it you can access all DOE technology platforms.



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The best way to start using your DOE account is to sign into [TeachHub](#).

**Your DOE student email address is (this information was provided to each student)**

There are three different ways you can reset your DOE password:

1. **Reset it yourself through the Student Self-Service tool.** To use the [Student Self-Service \(Open external link\)](#) tool you must have created a PIN or set up security questions. If you have not done either, see options 2 and 3.
2. **Ask your parent or guardian to reset it through NYCSA.** Your parent or guardian can [reset your password in NYCSA](#).
3. **Ask your school to reset your password for you.** Using your stuy.edu email address, complete the form: [Reset DOE Student Email Account Password](#). Please be patient, response time will vary depending on the volume of requests.

**FORWARDING YOUR @stuy.edu EMAIL TO YOUR DOE STUDENT ACCOUNT:**

We *strongly* recommend forwarding your stuy.edu email to your DOE Student Account so that you only have to check one email during this transition period.

1. Navigate to your @stuy.edu inbox on mail.google.com (ensure you are signed into your stuy.edu account - you cannot do this on your app on your phone. Go to a computer)
2. Click the gear wheel in the upper right and click “see all settings”
3. Click “Forwarding and POP/IMAP” along the top banner
4. Click “Add forwarding address”
5. Fill in your @nycstudents.net email address ensuring you type it accurately
6. Verify your identity in your DOE student account
7. Go back to your gmail page and refresh the page
8. Check the circle for “forward a copy of oncoming mail to..... (fill in your DOE student email address)
9. Choose from the drop down menu whether to keep, mark, archive or delete your mail in your @stuy.edu inbox
10. Remember to scroll down and click “Save changes”

All messages sent to your stuy.edu email address will now appear in your @nycstudents.net inbox.

NOTE: you cannot “POP” your stuy.edu email to a DOE email address; you must forward it using the steps above..

Please don't hesitate to reach out to us if you have any questions or concerns.

Sincerely,  
Stuyvesant High School