Email Directions

Each student has been given his/her own St. Francis Prep email account. THIS ACCOUNT HAS ALREADY BEEN CREATED. YOU JUST NEED TO LOGIN TO IT TO ACTIVATE THE ACCOUNT. The format of the student’s email account is:

StudentIDnumber@stfrancisprep.org

So if your student number is 2890400, your email account ID is:

2890400@stfrancisprep.org

This is the official email account that your teachers will use to communicate with you as a student.

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Similarly, we have created ONE guardian account for each student’s Parent/Guardian. AGAIN, THIS HAS ALREADY BEEN CREATED FOR YOU; YOU JUST NEED TO ACTIVATE THE ACCOUNT. The format is:

g-StudentIDnumber@stfrancisprep.org

So if your student’s number is 2890400, your email account ID is:

g-2890400@stfrancisprep.org

The initial password for this email account depends on your graduation year:

- IF your child’s graduation year is 2021 or before, then your initial password for the Guardian email account is PWD plus the 7 digit student number (example, the guardian password for student 2890400 would be PWD2890400). The password can be changed after the first login.
- IF your child’s graduation year is 2022 or after, then your initial password for the Guardian email account is the same 6 letters as your child’s password for their account. Please ask your child for their 6 letter password or call the Technology Dept. for the password if needed. We recommend changing the password after your first login.

It is very important to use and check this email account. Report cards, important notices from the Principal, and the Administration will be sent to this email account. We DO NOT mail home hard copies of the report card.

NOTE: There is only ONE Guardian email account per student.

You can Google “gmail” or go to https://mail.google.com/ and log in from there.

If you have any questions, please email us at email.questions@stfrancisprep.org. Please include a detailed explanation of the problem you are having, along with your student’s ID number and name.