


I. Knowing your XS Email Username and Temporary Password




XS E-mail Account

Standard username

Aidan Francis Ng Ang

first letter of the First Name  
first letter of the Second Name  
first letter of the Middle Name  
complete Surname  
year date of HS graduation (22)  
@xs.edu.ph

All in small letters, the XS Email Username is:  
afnang22@xs.edu.ph



XS E-mail Account

Temporary Password

Your STUDENT NO.

(include the dash -)


2009-0079

Note: This temporary password must be changed once your account is activated.

II. Activating your XS Email Account

1

Activation




XS Mail

E-mail Account

1. Open the Web browser (Google)

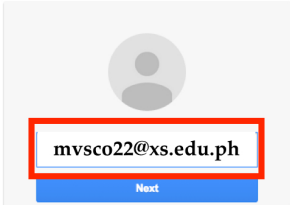
2. Go to Xavier School website, type: w5.xs.edu.ph

3. Click the 

2


One account. All of Google.

Sign in to continue to Gmail



4. Type your email address

3



5. Type your temporary password  
Student No. (include the dash -)

4

Welcome to your new account

Welcome to your new account: mvsc022@xs.edu.ph. Your account is compatible with many Google services, but your xs.edu.ph administrator decides which services you may access using your account. For tips about using your new account, visit the Google Help Center.

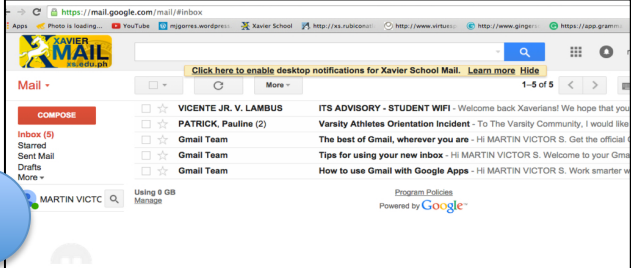
When you use Google services, your domain administrator will have access to your mvsc022@xs.edu.ph account information, including any data you store with this account in Google services. You can learn more here or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can manage which account you use with Google services and switch between them whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps core suite of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the Google Terms of Service and the Google Privacy Policy. Certain Additional Services may also have service-specific terms. You use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your mvsc022@xs.edu.ph account works and agree to the Google Terms of Service and the Google Privacy Policy.

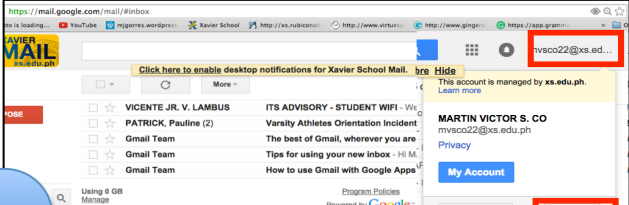
6. Click the Accept button

5



7. Mail Box Screen  
Seeing this screen means your Email account is already activated.

6



8. Always Sign out once done

III. Changing the Password

1

Changing the PASSWORD



XS Mail

E-mail Account

1. Open the Web browser

2. Go to website:  
<http://xs1.xs.edu.ph/helpdesk/passchnng.php>

2

Change your Single Sign On password

- Your new password must be at least 8 characters long and must contain at least one number, one lowercase letter and one uppercase letter. No special characters allowed.
- Example: 7No1Dno3ntry
- Your new password will take effect the following day
- If you forgot your password please call the NeXT Department for assistance
- Your password will be secure. ITS and NeXT will not be able to see your password.
- Please write down your password in a secure location. This will be your password for ALL Xavier services when we implement the SSO this coming school year (accessing Xavier WebPortal, online grading system, ELF, XMA nominations, etc.)

Forgot your password? Please use this form instead. [Click This!](#)



Do NOT include @xs.edu.ph

Username: mvsc022

Old password: Student No

New password: New Password

New password (confirm): New Password

Submit