

SBSN ADVISORY NO. 4

Series of 2022

June 16, 2022

RE: OPENING OF GMAIL AND SKYPE ACCOUNTS FOR SY 2022-2023

St. Benedict School of Novaliches, Inc will implement a blended learning approach with limited face-to-face and online classes for school year 2022-2023. Students must create their own Gmail and Skype accounts in order to participate in the online class. The steps for doing so are listed below.

1. Each student will create their own Gmail account. For uniformity, there is a format that must be followed while creating a Gmail account, such as:

**For the Gmail Account:**

“First and Second name Initials + Middle Initial.Last name + [2022@gmail.com](mailto:2022@gmail.com)”

It should look like this:

Name of Student: John Anthony D. Montemayor

**Gmail Account:** [jad.montemayor2022@gmail.com](mailto:jad.montemayor2022@gmail.com)

For the password, please use this format: student number.sbsn

It should look like this:

Student Number: 20114563 (can be found in the Registration Card)

**Gmail Account Password:** 20114563.sbsn

2. Students must also set up their own Skype accounts. For uniformity, students must create their Skype accounts using their newly created Gmail accounts.

The Gmail account “[jad.montemayor2022@gmail.com](mailto:jad.montemayor2022@gmail.com)” will also be the username in Skype Account.

**Your Skype username:** “[jad.montemayor2022@gmail.com](mailto:jad.montemayor2022@gmail.com)”

Also, it is advised to have the same password on the Gmail and Skype Account so students will easily remember their passwords.

3. Gmail and Skype accounts with passwords should be forwarded through text until Monday, June 20, 2022. This is necessary in order to assign your child to the appropriate group/section for the Online Parent Orientation.

**Text Format:**

Name of the child: John Anthony D. Montemayor

Grade level: Grade 6

Gmail Account: [jad.montemayor2022@gmail.com](mailto:jad.montemayor2022@gmail.com)

Skype account: [jad.montemayor2022@gmail.com](mailto:jad.montemayor2022@gmail.com)

Password: 20114563.sbsn

**Contact numbers:**

Grade School: 0917 847 7276

High School: 0917 872 7647

4. **Existing Gmail and Skype accounts used in SY 2021-2022** can still be used provided that your child remembers his or her password. It should also be sent to the office as a text message.
5. Once submitted, be sure to keep your account open and accept the invitation to join the group/section on Skype that will be sent to you.
6. Please submit via email a **1x1 picture with red background** for the ID of your child on or before Monday, June 20, 2022.

**Email accounts:**

**Grade school:** [sbsn.gsdept@gmail.com](mailto:sbsn.gsdept@gmail.com)  
[gsdept@sbsn.edu.ph](mailto:gsdept@sbsn.edu.ph)

**High School** [hsdeptsec2020@gmail.com](mailto:hsdeptsec2020@gmail.com)  
[hsdept@sbsn.edu.ph](mailto:hsdept@sbsn.edu.ph)

THANK YOU AND KEEP SAFE EVERYONE!

THAT IN ALL THINGS, GOD MAY BE GLORIFIED!