**Syllabest Log In Passwords**

**Emails** are structured all in the same way. An email takes the first letter of the first name capitalizes it and adds it to the full last name, with the first letter of the last name capitalized. The emails end with “@schoolemail.com”

**For Example:** Anthony Queen would be [AQueen@schoolemail.com](mailto:AQueen@schoolemail.com)

There are **exceptions** to the rules. The two **exceptions** are names with hyphens(-) and names that have extra capitalization in between (McGuire).

**Example:**  Jonathan Bowdry-Anderson would be [JBowdryAnderson@schoolemail.com](mailto:JBowdryAnderson@schoolemail.com)

* The hyphen is dropped but the second name is capitalized

**Example:** Logan McCann would be [LMcCann@schoolemail.com](mailto:LMcCann@schoolemail.com)

* The capitalization of the last name is kept throughout the email

**If an Email doesn’t work** it probably means that there were multiple employees with the same last name and first letter of their first names. Bruce Jones and Bre Jones would have the same email, but one of them has a 1 added at the end. The exact email can be double checked on the employees page.

**Example:** Bre Jones would be [BJones@schoolemail.com](mailto:BJones@schoolemail.com)

Bruce Jones would be [BJones1@schoolemail.com](mailto:BJones1@schoolemail.com)

**Passwords** are very similar to email structure. They follow the same conventions aside ending in “@schoolemail.com” and instead end in “123!”

**Examples:**

* Anthony Queen has a password of AQueen123!
* Jonathan Bowdry-Anderson has a password of JBowdryAnderson123!
* Logan McCann has a password of LMcCann123!

**Exception**: As mentioned earlier there are sometimes multiple employees with the same first initial and exact same last name (Bre Jones, Bruce Jones). While they would have two different emails ([BJones@schoolemail.com](mailto:BJones@schoolemail.com) and [BJones1@schoolemail.com](mailto:BJones1@schoolemail.com)) they still have the same password. There is no “1” added into the password.

**Exception Example:**

Bre Jones – [BJones@schoolemail.com](mailto:BJones@schoolemail.com) PW: BJones123!

Bruce Jones – [BJones1@schoolemail.com](mailto:BJones1@schoolemail.com) PW: BJones123!