Gmail Account

*Miscellaneous Employees will not receive a Jordan District email account*

1. Go to the new jordandistrict.org mail sign in page.
   a. To do this, open an internet browser and type mail.jordandistrict.org in the address bar.
2. Once at the sign in screen you will type your username (which is your firstname.lastname) and password (lastname mdd yyyy jsd, lastname with your 2-digit birth month, 2-digit birth day and 4-digit birth year).
3. Click the sign in button.
4. Change your password. Start by typing your original password (lastname mdd yyyy jsd), then type your new password twice (the new password can be anything you want).
5. Click Submit.

You have now successfully accessed your new jordandistrict.org email inbox.

If you have any problems logging in to this account, please contact the IT Helpdesk at 801-567-8737.

Updated: 12/8/2021
Gmail Account

How to forward your JSD emails to your personal email address. *(Recommended for Hourly, MISC or Substitute employees)*

1. Log in to your JSD email account
2. Click settings
3. Click “See all settings”
4. Click on “Forwarding and POP/IMAP” tab
5. Click “Add a forwarding address”
6. Type in your personal email address and click “Next”

7. Double check your email address and click “Proceed”

8. Click OK

9. Select the “Forward a copy of incoming mail to:
10. Use the dropdown to select your personal email address
11. Click “Save Changes”

All of your emails that are sent to your JSD email should now be forwarded to your personal email address.