

## Instructions for Accessing GSOT Email

The Grace School of Theology (GSOT) email system is operated through **Gmail** and **Populi**. Yourname.st00@gsot.edu is a Gmail account even though it does not end in @gmail.com.

**Your GSOT email is your username for Populi.** (yourname.st00@gsot.edu)

### First:

Do you know your username for Populi?  
Do you know your Populi password?

**If the answer is no, please contact [support@gsot.edu](mailto:support@gsot.edu) for assistance.**

### Second:

Once you know how to access Populi you can learn how to access your Grace email.

## Access your Grace email from Populi

### Step 1:

Go to the Grace Populi portal.  
[grace.populiweb.com](http://grace.populiweb.com)

### Step 2:

Enter your Populi username  
and password.

yourname.st00@gsot.edu

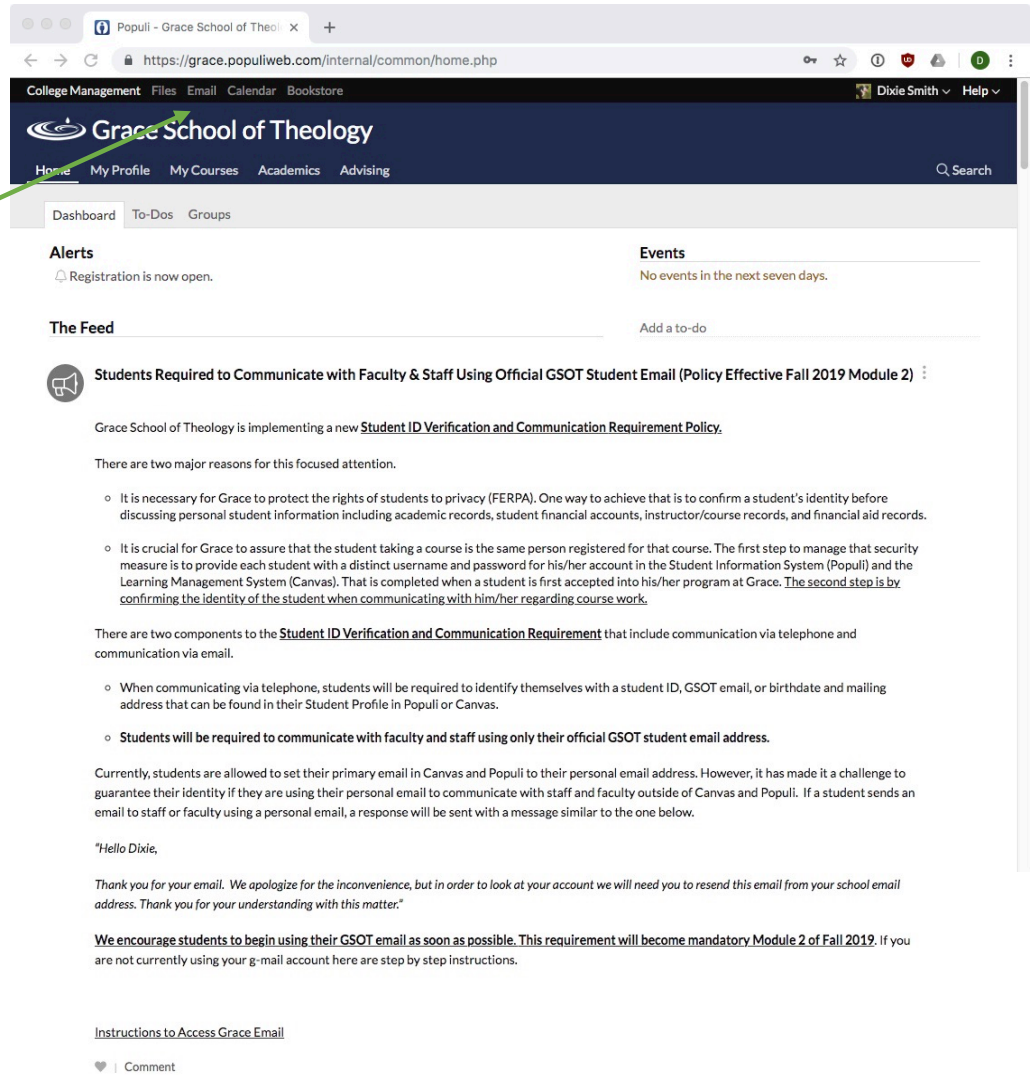
Populi password

The screenshot shows a web browser window with the address bar displaying [grace.populiweb.com](http://grace.populiweb.com). A blue arrow points from the text 'grace.populiweb.com' in Step 1 to the address bar. The page content features the Grace School of Theology logo at the top. Below the logo is a login form with two input fields: 'Username' and 'Password'. An orange arrow points from the text 'yourname.st00@gsot.edu' to the 'Username' field. A red arrow points from the text 'Populi password' to the 'Password' field. To the right of each input field is a button: 'Remember' for the username field and 'Show' for the password field. Below the password field is a link that says 'Forgot your username or password?' and a 'Log In' button. At the bottom of the page, there are links for 'Terms of Service' and a copyright notice '© Populi 2019'.

You will be directed to  
Your Populi Homepage  
Dashboard.

Step 3:

Click on the link to **Email**  
located on the top black  
toolbar.



Populi - Grace School of Theology

https://grace.populiweb.com/internal/common/home.php

College Management Files Email Calendar Bookstore

Grace School of Theology

Home My Profile My Courses Academics Advising

Dashboard To-Dos Groups

**Alerts**  
Registration is now open.

**Events**  
No events in the next seven days.

**The Feed**  
Add a to-do

**Students Required to Communicate with Faculty & Staff Using Official GSOT Student Email (Policy Effective Fall 2019 Module 2)**

Grace School of Theology is implementing a new [Student ID Verification and Communication Requirement Policy](#).

There are two major reasons for this focused attention.

- It is necessary for Grace to protect the rights of students to privacy (FERPA). One way to achieve that is to confirm a student's identity before discussing personal student information including academic records, student financial accounts, instructor/course records, and financial aid records.
- It is crucial for Grace to assure that the student taking a course is the same person registered for that course. The first step to manage that security measure is to provide each student with a distinct username and password for his/her account in the Student Information System (Populi) and the Learning Management System (Canvas). That is completed when a student is first accepted into his/her program at Grace. The second step is by confirming the identity of the student when communicating with him/her regarding course work.

There are two components to the [Student ID Verification and Communication Requirement](#) that include communication via telephone and communication via email.

- When communicating via telephone, students will be required to identify themselves with a student ID, GSOT email, or birthdate and mailing address that can be found in their Student Profile in Populi or Canvas.
- Students will be required to communicate with faculty and staff using only their official GSOT student email address.**

Currently, students are allowed to set their primary email in Canvas and Populi to their personal email address. However, it has made it a challenge to guarantee their identity if they are using their personal email to communicate with staff and faculty outside of Canvas and Populi. If a student sends an email to staff or faculty using a personal email, a response will be sent with a message similar to the one below.

*"Hello Dixie,*

*Thank you for your email. We apologize for the inconvenience, but in order to look at your account we will need you to resend this email from your school email address. Thank you for your understanding with this matter."*

**We encourage students to begin using their GSOT email as soon as possible. This requirement will become mandatory Module 2 of Fall 2019.** If you are not currently using your g-mail account here are step by step instructions.

[Instructions to Access Grace Email](#)

Comment