



Akun G Suite @gkipeterongan

Panduan Aktivasi





Undangan Aktivasi

Sebelum mengaktifkan akun @gkipeterongan, anda harus mendapatkan **undangan** yang berisi informasi berikut ini:

1. Nama akun dengan format: xxxxxxxx@gkipeterongan.org
2. Password sementara atau link untuk reset password

Undangan akan dikirim melalui e-mail atau WhatsApp anda, **jangan berikan** atau teruskan undangan ke orang lain yang tidak anda kenal.



Contoh Undangan Aktivasi

Berikut ini adalah contoh undangan aktivasi yang berisi:

1. Your username
2. Password (sementara)

4/12/2020

User List - Admin Console

Hello Info,

You have a new Google Account with the gkipeterongan.org organization.

Sign in to your Google Account to access the Google services your organization provides. If your organization has G Suite, Google services may include business-grade versions of Google Drive, Gmail, and other Google services you can use to collaborate with your team.

Your username

info@gkipeterongan.org

Password

[REDACTED]

Sign-in link

Sign in at the link below:

<https://gsuite.google.com/dashboard>

Sincerely,

The Google Cloud Team



Contoh Undangan Aktivasi (reset password)

Berikut ini adalah **contoh lain** undangan aktivasi dalam bentuk **notifikasi reset password**.

Untuk alasan keamanan, undangan aktivasi/reset password hanya berlaku max. 48 jam.

Setelah lebih masa berlaku, Anda harus meminta ulang undangan aktivasi/reset password.

Your Google Account password for GKI Peterongan has been reset by your administrator Inbox x



The G Suite Team <gsuite-noreply@google.com>
to me ▾

6:49 AM (2 hours ago) ☆ ↩ ⋮



Your Google Account password has been reset

Hello Info,

Your administrator has reset your Google Account password for GKI Peterongan.

Click **Reset password** below to set a new password. To keep your account secure, follow [these password guidelines](#).

[Reset password](#)

For your security, the reset password link expires after 48 hours. After that, please contact your [administrator](#) for your password.

Regards,
The Google Cloud Team



Memulai Aktivasi dengan Undangan Berisi Password

Buka link yang ada disediakan di e-mail atau buka (ketik) alamat berikut dari browser handphone/komputer anda:

admin.google.com

atau

gsuite.google.com

Isi Email dengan informasi username yang ada di undangan dengan format (xxxxxx@gkipeterongan.org).

Contoh di sini adalah info@gkipeterongan.org

Klik **Next / Berikutnya**

Google

Sign in

Use your Google Account

Email or phone

info@gkipeterongan.org

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

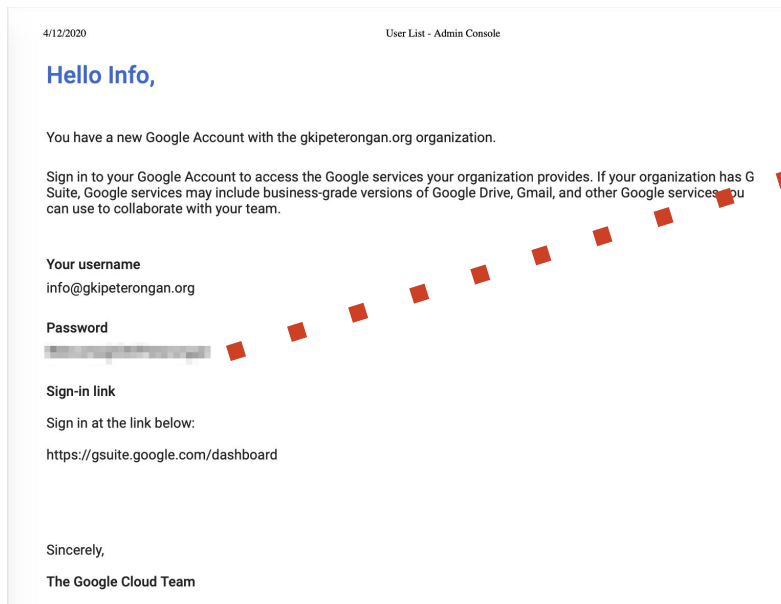
[Create account](#)

Next



Masukkan password

Masukkan password yang ada di undangan
lalu klik [Next/Berikutnya](#)



Google

Welcome

info@gkipeterongan.org ▼

Enter your password

.....

[Forgot password?](#)

Next



Klik Accept

Klik **Accept** untuk menyetujui
Syarat & Kondisi



Welcome to your new account

Welcome to your new account: info@gkipeterongan.org. Your account is compatible with many [Google services](#), but your [gkipeterongan.org](mailto:info@gkipeterongan.org) 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 info@gkipeterongan.org 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 G Suite [core services](#), your use of those services is governed by your organization's G Suite 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](#). Your 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 info@gkipeterongan.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept



Ubah Password (wajib)

Pertama kali membuat akun,
Anda diwajibkan mengubah password.

Buat password yang aman, terdiri dari kombinasi:

- HURUF BESAR
- huruf kecil
- 4ngk4

Setelah mengisi password baru dan konfirmasinya,
Klik **Change Password**



Change password for
info@gkipeterongan.org

[Learn more about choosing a smart password](#)



Create a new, strong password that you
don't use for other websites.

Create password

.....

Confirm password

.....|

Change password



Berhasil Membuat Akun

Setelah berhasil mengubah password, dan layar menunjukkan tampilan seperti ini.

Selamat! **Anda sudah berhasil** membuat akun **@gkipeterongan.org**

Akun anda sudah bisa digunakan untuk menggunakan layanan Google Suite, antara lain:

-  **1. Email**
Anda mendapat alamat email sesuai dengan akun
-  **2. Meet**
Membuat rapat atau seminar secara online sampai dengan 250 peserta
-  **3. Calendar**
Membuat jadwal rapat, memasukkan ke agenda, serta membuat undangan rapat secara otomatis.
-  **4. Drive**
Menyimpan berkas di cloud & berkolaborasi dengan tim mengedit dokumen, presentasi, secara online.



admin.google.com is used for G Suite accounts only. Regular Gmail accounts cannot be used to sign in to admin.google.com. [Learn More](#)

Choose an account



Info GKI Peterongan
info@gkipeterongan.org



Use another account

Slide berikut akan memandu cara aktivasi lain dengan cara mengikuti email **Reset Password**



Memulai Aktivasi dengan Notifikasi Reset Password

Memulai aktivasi dengan Notifikasi Reset Password sangat mudah.

Cukup klik link [Reset Password](#) yang ada di email anda.

Ikuti langkah mengisi password baru setelah berhasil, Anda bisa langsung mulai menggunakan akun @gkipeterongan.org untuk mengakses Google Suite (lihat slide sebelumnya).

Your Google Account password for GKI Peterongan has been reset by your administrator Inbox x  



The G Suite Team <gsuite-noreply@google.com>
to me ▾

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Regards,



Link Reset Password Kadaluarsa

Apabila anda mendapatkan tampilan seperti ini berarti link Reset Password **sudah kadaluarsa** melebihi batas waktu 48 jam.

Hubungi Ketua Bidang/Pembimbing dengan memberikan informasi **alamat e-mail pribadi** untuk mendapatkan link **Reset Password** yang baru.

Segera Reset Password setelah mendapat e-mail Sebelum link tersebut kadaluarsa.



The URL you tried to use is either incorrect or no longer valid.

