



RESOURCES FOR STP LEADERS

Updated December 8, 2023

We have set up the following resources to assist STP leaders in communicating with each other, to maintain records for STP’s archives, and to facilitate the transfer of leadership roles when new leaders begin their terms. These accounts will also reduce confusion in case a leader moves to a different institution and may reduce the chance that someone sends correspondence to a leader's former institutional email account.

Please note: If any of the instructions or links below do not work, please email the STP [Executive Director](#) who can provide assistance and update this document as necessary.

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STP Leadership Page

STP maintains a list of current STP Leadership with titles for each position; names, terms, institutions, and Gmail addresses for each leader; and links to STP websites associated with each leader. Visit [here](#) and confirm the accuracy of the information for your position. If the information needs corrections or updates, contact the STP [Executive Director](#).

DIV2LEADERSHIP Listserv

STP uses the DIV2LEADERSHIP Listserv to communicate with all STP Leaders. All STP Gmail accounts and elected officers have subscriptions to this Listserv. If you would like to check whether your STP Gmail is included in the subscription list, contact the [Executive Director](#).

To view archives of the STP Leadership Listserv and to post a message to the Listserv online, visit [here](#); you will need to login and

establish a password using your STP Gmail account.

You can post a message from your STP Gmail account to the following address: DIV2LEADERSHIP@lists.apa.org.

STP Gmail Accounts

Each STP leader has been assigned a **Gmail@teachpsych.org** account. Please use this account for official STP business (e.g., receiving applications for grants or awards; communicating with STP members or other STP leaders, etc.). This Gmail account is also used to communicate with you through the DIV2LEADERSHIP Listserv, is linked to your STP Dropbox account, and will provide you editing access to Web pages associated with your leadership position on the STP website.

Please contact the STP [Executive Director](#) or [Internet Editor](#) if you need assistance in gaining access to this account or setting up forwarding of messages.



Login to STP Gmail via Web browser

STP uses Gmail as its email client. To view and create Gmails in a Web browser, visit <http://gmail.teachpsych.org/> and enter the following:

Enter your Gmail: *user* @teachpsych.org
(Enter the Gmail account assigned to your leadership role; click [here](#) to locate it.)

Select **Google Workspace** account

Enter your password: If you do not know or cannot recall your password, contact STP's [Executive Director](#) or [Internet Editor](#) to reset your password.

If you are new to Gmail or have questions, visit [here](#) for Gmail support.

Changing your STP Gmail password

You will be assigned a password for your STP Gmail account. You may change your password if you prefer something easier to remember or for security purposes; visit [here](#) for instructions. The [Executive Director](#) or [Internet Editor](#) can help retrieve your Gmail account if you cannot recall your password.

Using Gmail in another Email client

Visit [here](#) for instructions on setting up Gmail in Outlook, iPhone, Thunderbird, Apple Mail, or another email client.

GSuite apps (Docs, Chat, etc.)

Each STP Gmail account includes access to several Google applications: Drive, Docs, Sheets, Forms, Chat, Meet, and others. Please use these services for current STP-related business (e.g., collaborating on working drafts, maintaining current documents). Please place final versions of documents into the STP Dropbox folder (see below) so that we can maintain those documents for the archives.

Each GSuite account has 30 GB storage limit for all Gmails and documents. If you are nearing that limit, you may need to delete

older Gmails or documents that are no longer relevant to your current work. Before doing so, please save final versions of documents for archival purposes in your STP Dropbox folder before deleting them from Gmail or Google Docs.

Auto forwarding Gmail messages

If your leadership position is unlikely to require you to receive or send many Gmails, you may set your account to forward Gmails to your preferred email account(s). Auto forwarding will enable you to receive messages from the DIV2LEADERSHIP account so that you can keep informed about STP business. To set up auto forwarding, visit [here](#).

Sharing STP Gmail accounts

There may be occasions when an STP Leader would like to share an STP Gmail account with another leader (e.g., VPs, co-chairs of a committee, co-editors of an STP publication). This may be accomplished in one of two ways:

- Both leaders may share the password for the STP Gmail account and coordinate reading and responding to Gmails.
- The current leader may set up auto forwarding of messages to the other individual's (e.g., a successor's) preferred email account so that the individual may view correspondence. The STP leader may need to include the other individual's email in replies. See instructions later in this document for transferring your Gmail account to your successor.

Dropbox folder

Each STP leader has a Dropbox folder associated with the STP Gmail account. This Dropbox folder is shared with STP's Executive Director, STP's Archivist/Historian, and (if appropriate) the STP Vice President or other leader who oversees the position.

Please use this Dropbox folder to maintain archives of final versions of documents for



your work as an STP leader. This will enable us to transfer your work to your successor, and STP's Archivist/Historian has access to these folders to collect relevant documents for STP's archives. You may create subfolders to organize your work.

If you would you like to add the STP Dropbox folder to your personal or professional Dropbox account, or if you have any questions about using or accessing the Dropbox account, contact the [Executive Director](#).

STP Web page(s)

Many STP Leaders have one or more pages on STP's Web site relevant to their positions. STP Leaders have two options for editing and updating the information on these Web pages.

- [Login to the STP Web site](#) using your STP Gmail address. (If you do not know your password, click the "Forgot password" link to reset the password for your STP Gmail address.) Visit the Web page that you would like to edit and click on the "Admin view" option at the top of the page. You should now see options to edit the Web page.
- If you are uncertain how to edit a Web page, send updates to STP's [Internet Editor](#) or [Executive Director](#), who can edit the Web page for you.

If there is a Web page that needs updating but you don't have access to edit the page, contact the [Internet Editor](#) or [Executive Director](#) for assistance.

Google Forms

If your leadership position requires STP members to complete a form (e.g., an application for a grant or award that requires login to the STP Website), please contact the [Executive Director](#) who can set up the form for you in Google Forms and who can then provide you access through your STP Gmail account to edit the form. This will facilitate the process of sharing forms with your successor prior to the end of your term. If you update a

form, please maintain both the past version and the updated version in your Dropbox folder for archival purposes.

Zoom Account/Google Meet

STP maintains a Zoom account for teleconferences and includes an option to record a video of the teleconference. If you would like to set up a teleconference with your committee or conduct other business for STP, please contact the [Executive Director](#) for instructions on how to use the account. You may also use the Google Meet app available in Gmail.

STP Policies and Initiatives

Supporting DEI Initiatives

STP's [Statement on Addressing Systemic Racism and Inequity in STP](#) articulates the priorities and concrete steps our organization is taking to address issues of diversity, equity, and inclusion (DEI). We encourage STP Leaders to consult the APA publication, [Equity, Diversity, and Inclusion Toolkit for Journal Editors](#), for additional suggestions on how to support these initiatives.

Repository of Policies/Guidelines

The [STP Leadership page](#) contains links to the following policies and guidelines:

- Policy on Purchases by STP Leaders
- Guidelines for Use of the STP Logo
- Guidelines and Forms for STP-Sponsored Travel

For additional policies and guidelines, consult the current STP Bylaws and STP Policies and Procedures Manual, both of which are available on the STP Leadership page.

If you have any suggestions for updating any of these policies and guidelines, please share your suggestions with the Vice President that oversees your position and/or the [Executive Director](#).

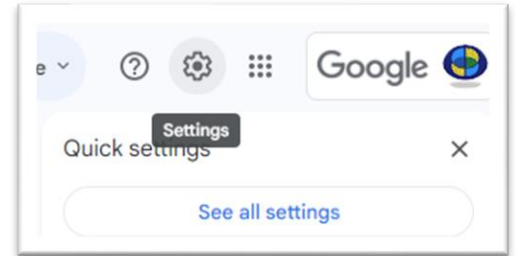


Transferring Your *Gmail@teachpsych.org* to Your Successor

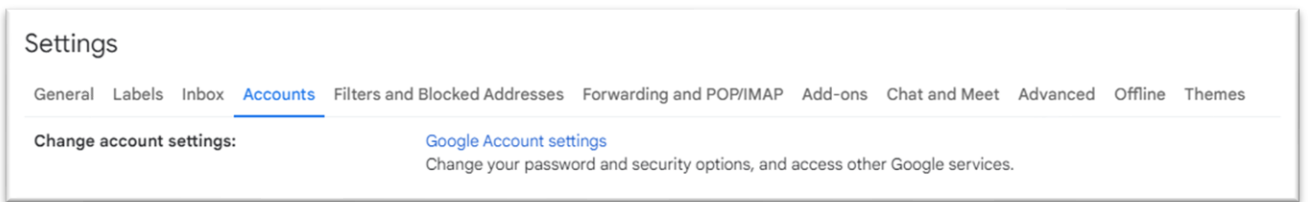
Here are instructions to assist you in transferring your *user@teachpsych.org* Gmail account to the individual who will succeed you in your leadership role. Please work with your successor to accomplish this transition, which will require your successor to share authentication codes in real time via texts or G-mails during the transfer. Please also ask your successor to read the document, [Resources for STP Leaders](#).

Login to your Gmail account online (at a time that you can communicate with your successor).

Click on the Settings (gear icon) at upper right and then click "See all settings."



Click the "Accounts" tab and then click "Google account settings."



Select "Security" from the options in the left column.

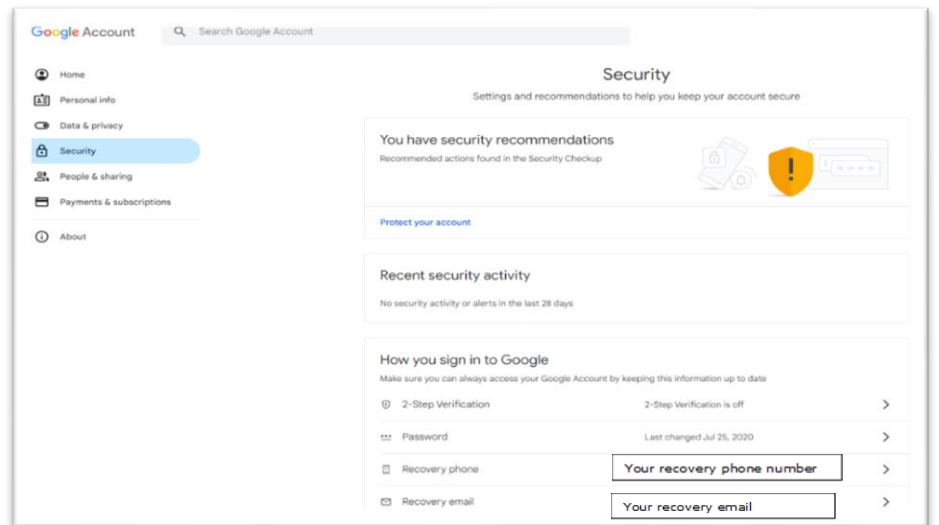
If 2-Step Verification is currently on, turn it off.

Set up a temporary password that both of you can use during the transition.

The next two steps require your successor to receive and share authentication codes that expire within a few minutes, so please work together simultaneously.

Change the "Recovery Phone" to your successor's phone number.

Change the "Recovery Gmail" to your successor's Gmail.



It may take a few days for the transfer to occur. Please work with your successor to assure the transfer is successful.

If you need further assistance in making the transfer, Gmail stp@teachpsych.org.