

Student help for Logging in to Google Apps

bit.ly/GAFEstudenthandout

These instructions will help you get logged in to your SCDSB Google Apps for Education account. This account is yours to use for things like file storage, document creation, collaboration with your peers, communication with your teachers, or creation of a digital portfolio. You may find that different teachers use the Google Apps for Education (GAFE) differently, but signing in for the first time is the same for everyone.

1. Setting your GAFE password.

The **username** for your GAFE account is your **SCDSB email address**. (eg. asdf1234@scdsb.on.ca)
Your **password** for your GAFE account is the **same as your network password**. (the one you use to sign in to the computer)

Depending on your situation, you may need to reset your network password to access your GAFE account. Read the following choices and see which one applies to you:

I don't know what my school email/username is.

→ You need to see your teacher. They can reset your network password. If they're not sure how, instructions are here: bit.ly/GAFEstudent. Once it is reset, log in to a school computer. You will be prompted to change your password. Choose one with at least 8 characters. Go to step 3.

I am using my network password from last year.

→ You need to reset your password. Go to step 2.

I reset my network password this year and it has 8 or more characters.

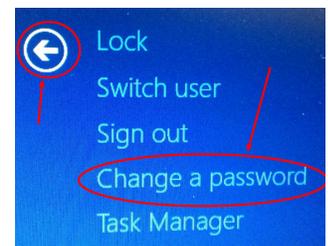
→ Try step 3. If you don't have any luck, go back to step 2.

I reset my network password this year and it has fewer than 8 characters.

→ Go to step 2.

2. Resetting your network password

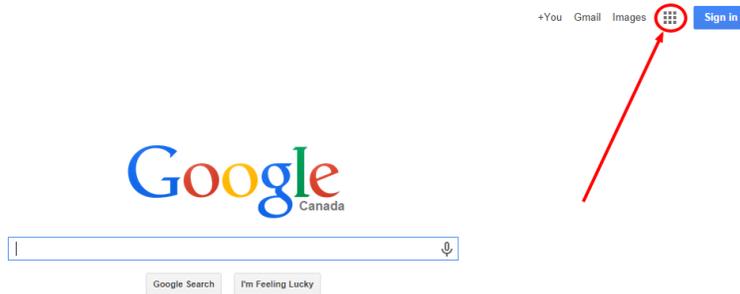
- Log in to a school computer with your network username and password.
- Press **control-alt-delete** (all three keys at the same time).
- Select 'Change Password.'
- Type your old password. **CAREFUL!** Don't hit 'enter' after typing your old password! Use Tab key or mouse to move the cursor to the next step.
- Choose a new password with at least 8 characters. You will type it twice.
- After typing your new password twice, press enter.
- Exit the screen by clicking on the arrow.



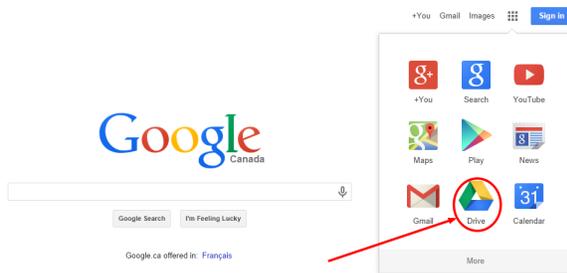
3. Log in to your GAFE account.

Open Google Chrome (Google Apps work best in the Chrome web browser).

Open a new tab. You can do this by pressing control-t or by clicking on the new tab peeking out from behind the current one at the top of the browser. It should look something like this:



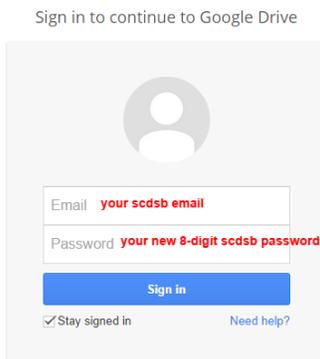
Click on the grid of squares in the upper right-hand corner of the new window.



Select Google Drive from the drop-down menu.



One account. All of Google.



Sign in to Google Drive using your SCDSB email (asdf1234@scdsb.on.ca) and your network password. If you have succeeded you will be prompted to accept the terms of your new account (you should do so).

Even though you have just logged in to Google Drive, you now have access to all Google Apps for Education including Drive (cloud file storage), Docs (word processor), Sheets (spreadsheets), Forms (surveys), Drawings (draw diagrams), Classroom (online classroom) and much more. Your teacher will explain how GAFE is going to be used in your classroom. You can access other apps by clicking on the 3x3 grid or by visiting the Chrome Web Store.