

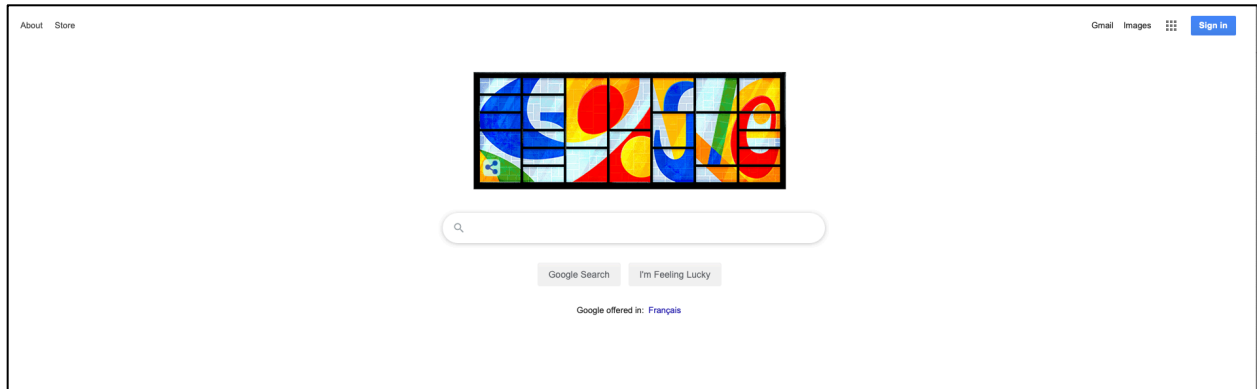
How to Login to Google Suite – WHS

Introduction:

The following tutorial will show you how to login and make use of Google Suite. This is a great program available free for students of Prairie Spirit School Division that allows students to access Google programs such as Google Docs, Google, and Google Classroom. Students can also download the corresponding apps for their electronic devices and login with their credential to make full use of the programs.

Step 1:

- Go to google.com
- You should see a website similar to the one below:

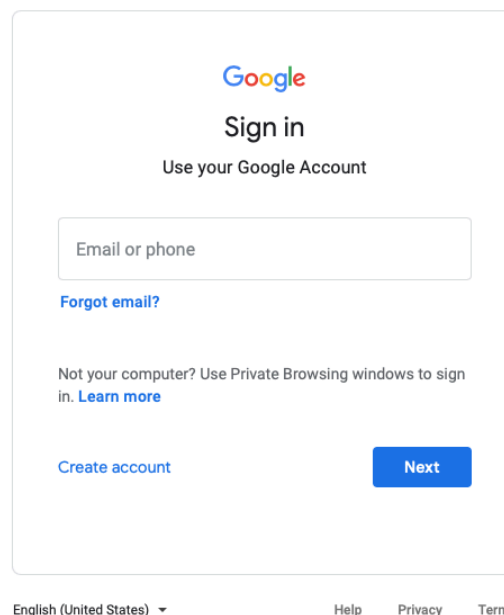


Step 2:

- Click the 'Sign In' button (top **right corner** of the screen)

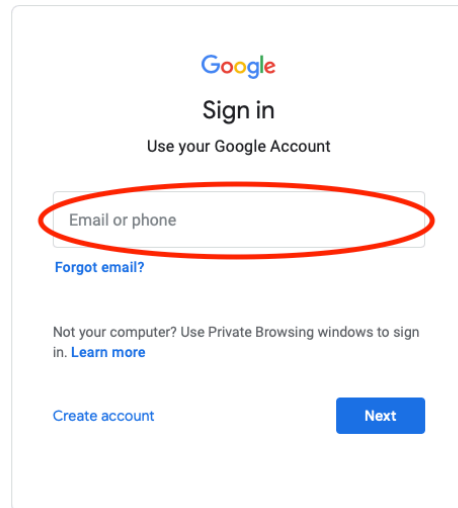
Step 3:

- You should see a screen/login prompt similar to one below



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- Click on the 'Email or phone' box ...



The screenshot shows the Google Sign in page. At the top is the Google logo, followed by 'Sign in' and 'Use your Google Account'. Below this is a text input field labeled 'Email or phone', which is circled in red. Underneath the field is a blue link for 'Forgot email?'. Further down, there is a note: 'Not your computer? Use Private Browsing windows to sign in. [Learn more](#)'. At the bottom left is a blue link for 'Create account', and at the bottom right is a blue button labeled 'Next'.

- And enter your login credentials

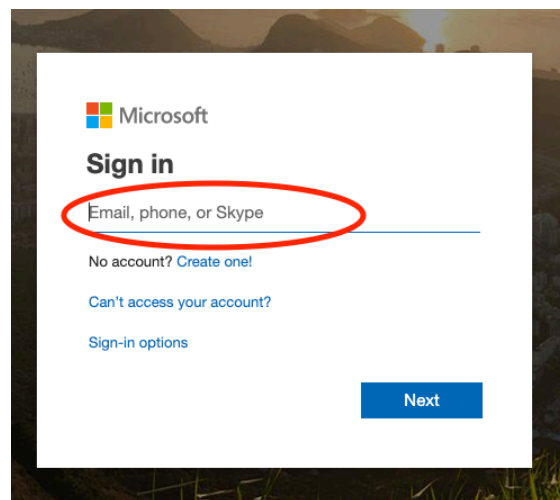
★ Note to do so, you will need to enter your **nsid plus** and **Prairie Spirit domain name**.

Example:

- nsid = **sd552s**
- domain name = **@spiritsd.ca**

★ You would type: **sd552s@spiritsd.ca**

To enter this information click on the blinking cursor in the 'Email, phone, or Skype' section...

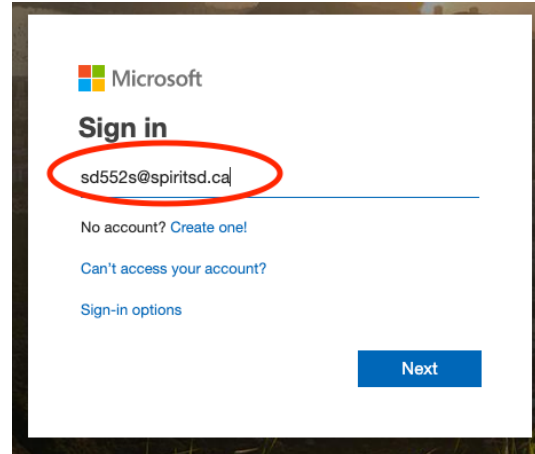


The screenshot shows the Microsoft Sign in page. At the top is the Microsoft logo, followed by 'Sign in'. Below this is a text input field labeled 'Email, phone, or Skype', which is circled in red. Underneath the field are three blue links: 'No account? [Create one!](#)', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

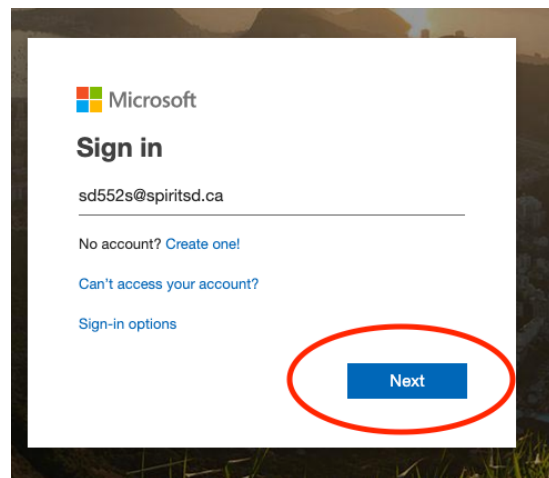
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Then enter your credentials, and...



Click the "Next" button



If entered correctly, you should be automatically redirected to a website that looks like the image below:



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Lastly, click the 'Password' box and enter your password and...

- **NOTE:** Student's password will be the same password they use to login to the library or computer lab computer. If students forget their password, they will need to get a reset from the IT department in the division.



Sign in with your organizational account

sd552s@spiritsd.ca

Password

Sign in

Click the 'Sign in' button when finished

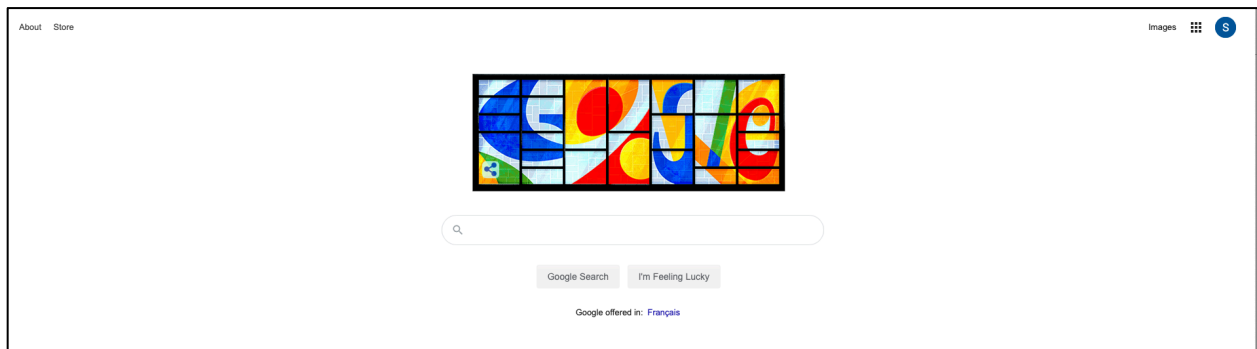
Sign in with your organizational account

sd552s@spiritsd.ca

.....

Sign in

★ If successful, you should see a screen similar to the Google homepage you started with (see below)



Note, however, some differences in the **top right corner** of the page

- The 'S' circle indicates that I have been signed to a Google Account – this letter will change according to your first name

Images



Continued on next page...

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Lastly, if students click the squares logo, this will see a dropdown list of all the apps they can use with their account.

