

1. Open the Google Chrome web browser.
2. Go to google.com
3. If you see the blue “Sign in” button near the top right of the screen click on it and then skip to Step 5 of these instructions.



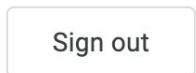
a.

4. If you do not see the blue “Sign in” button click on the circle icon near the top right of the screen



a.

- b. And then click “Sign out”



c.

- d. Now click “Sign in”



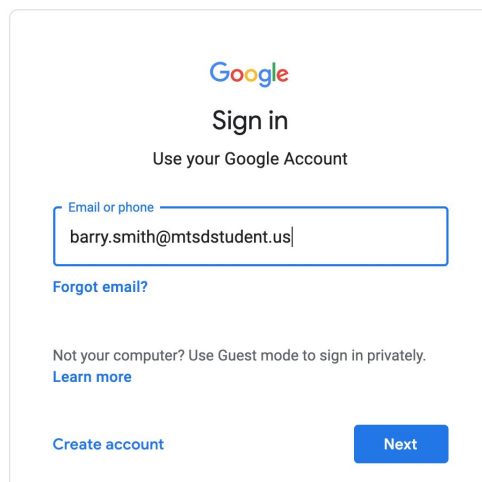
i.

- e. Select “Use another account”



i.

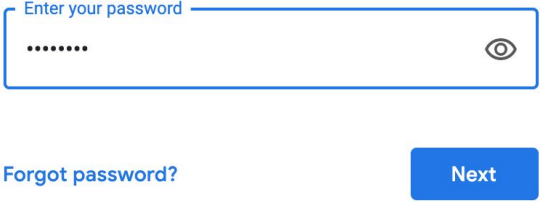
5. At the “Sign in” screen type in the student’s username and click “Next”
 - a. Username is barry.smith@mtsdstudent.us



i.

6. Type in the initial password “learning” (no quotes) and click “Next.”

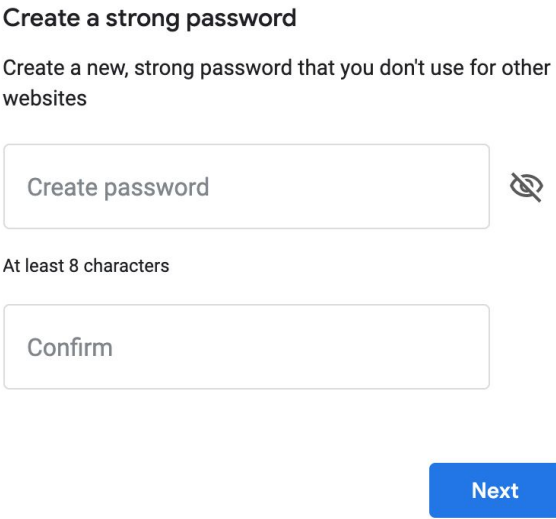
a.



7. You will be prompted to change the password. Please enter a new password in both text boxes and then click “Next.”

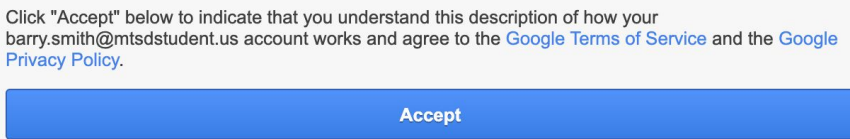
a. Passwords must be 8 characters in length.

b.



8. If prompted please read and accept Google’s Terms and Services

a.



9. You have successfully signed into Google for the first time. Please use the Google username and updated password to access your Google account in the future.