**Logging into Your Google Account**

1. **Open Google Chrome** 

* If you don’t see a shortcut for the program on your desktop, open the **Programs** folder on your desktop.
* If it’s not in the Programs folder, then click **Start**; **Programs** and find it in the list.
* If you STILL don’t see it, call the Help Desk at ext. 6180.

2. **In the Address field, key in** [**google.com**](http://www.google.com)  
3. **At the top, right corner, click the Sign in button. It looks like this:** 

4.  **Sign in to your Google account.**

* You do not need to create an account! You already have one.
* If this is the first time that you have logged into your District 158 Google Account, your password is the word, **students**.
* Your user name is **your District 158 email address**. (for instance, [jdoe@district158.org](mailto:jdoe@district158.org))
* Click the little box next to “Stay signed in”



* If this combination doesn’t work, call the Technology Department at ext. 6180 to have your Google password reset.

5. **You will be notified that your initial password has expired, and a change password screen will appear.**

* Reset your Google password to a word/number combination that is at least 8 characters long.
* As you key in the new password, Google will tell you if the password that you are selecting is “weak” or “strong.” Use a password that it thinks is “strong.”
* Next time you log into your Google account, use your new password.

6. **When you are successfully logged into your Google account, you’ll see your email address at the top, right corner of the screen. You will also see a square that consists of nine small squares. It looks like this:** 

* Click the square.
* To see documents that have been shared with you, click on **Drive**.

