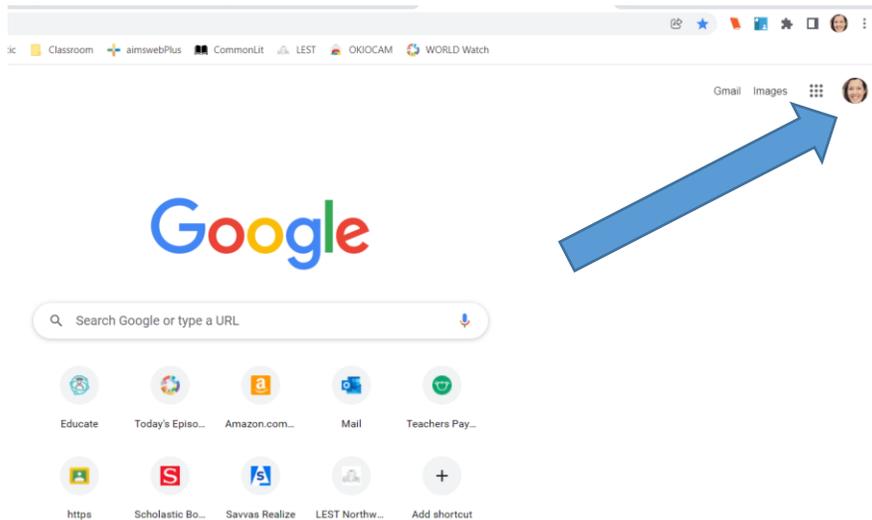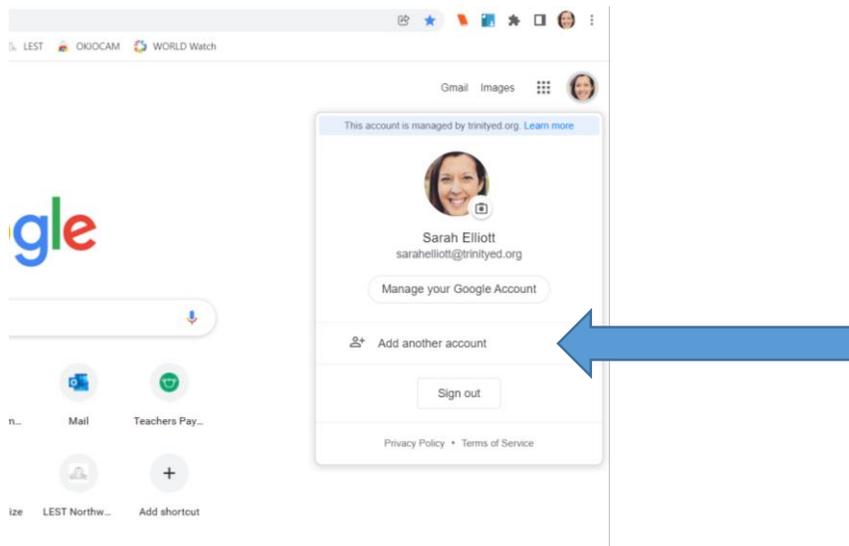# Accessing your TLS Google Account from Home

1. Open your web browser and navigate to www.google.com

2. In the upper right-hand corner, click the round icon. (If you have a personal Gmail account, this will default to your face, initial, or other chosen icon)

3. Click "Add Another Account"

4. In the box "Email or Phone," enter your student's Trinity email address. Be sure you note that the email address extension is trinityed.org, NOT gmail.com. After you have entered the email address, click "Next"
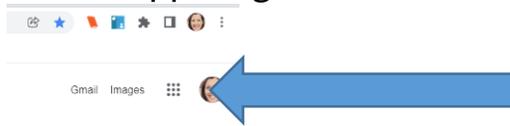

5. You should now see your student's email address listed under the Welcome banner. Enter your student's password as assigned by Trinity, then click "Next."
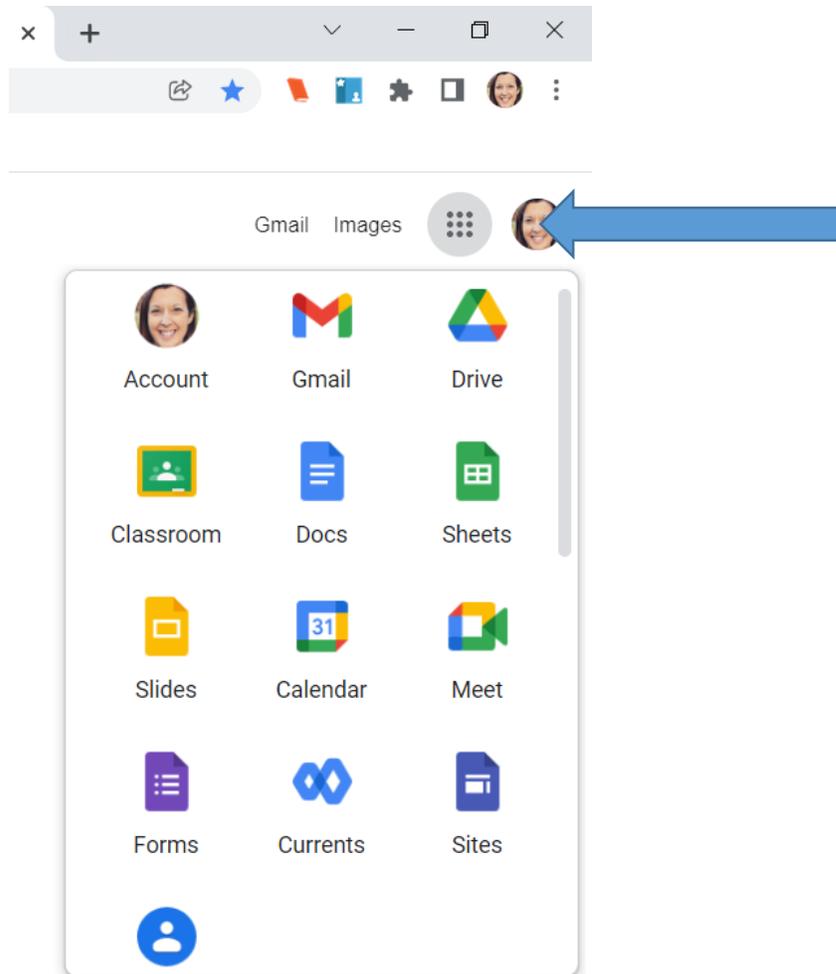

6. If you have entered the information correctly, you should now be logged into the student account from home. To navigate between users, simply click the upper right circle as indicated in Step 1.

7. To access the various Google Apps we use at Trinity, click the 9-box apps icon in the upper right-hand corner.

8. Here, you can access the Google Drive (saved files), Gmail, Google Classroom, Docs, Sheets, Slides, and more!

NOTE: Log-in credentials for Educate (grades) are different from the Google access.