**Google Account Sign In -**

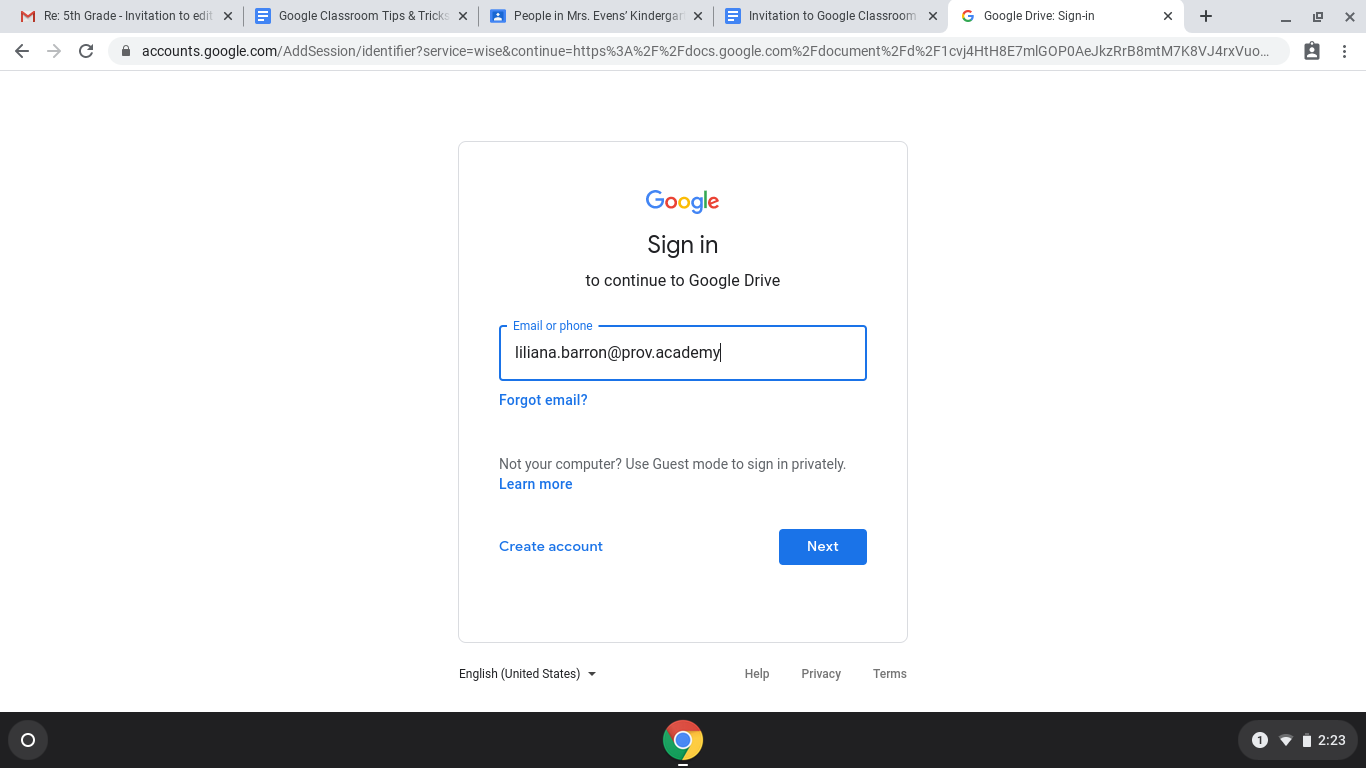
1. Point your web browser to: [www.google.com](http://www.google.com)
2. Look for the “Sign In” button in the top right corner of your screen. (If you already have google accounts set up on your device, click on your letter/photo icon and click “add another account”.)
3. Type your students new gmail address in the following format:

**firstname.lastname@prov.academy**

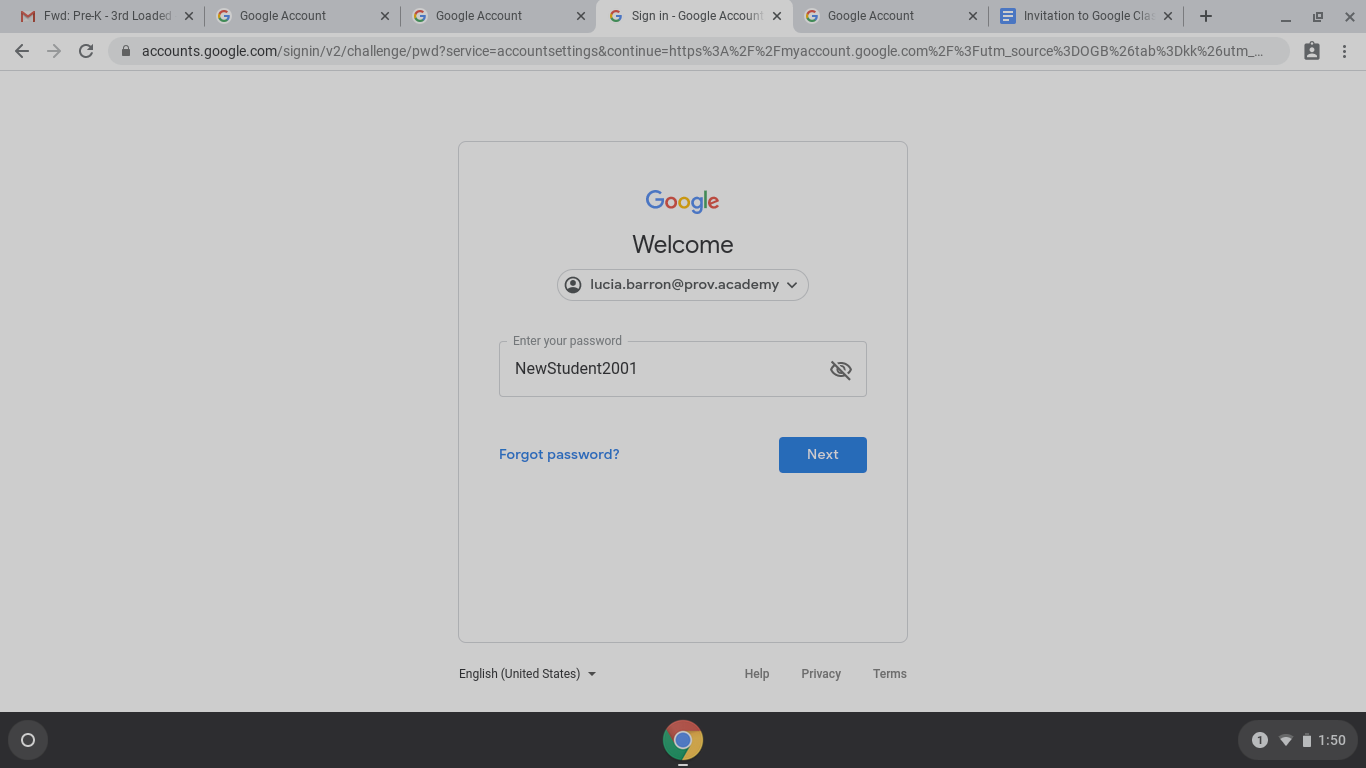
Note: - Use all lowercase

- Do not use .org, .net, .com, .gmail, etc.

- Do not include spaces, - , ‘, etc.

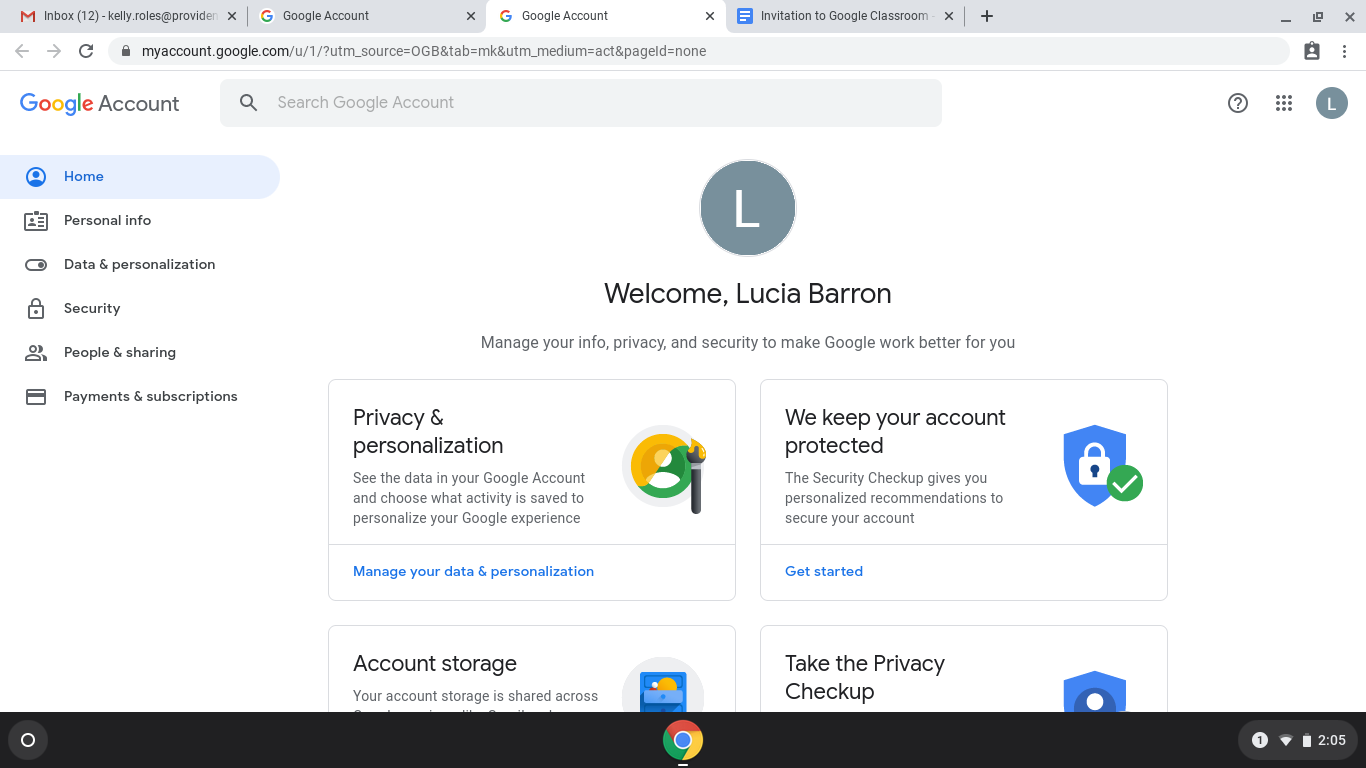


1. Enter the following password: **NewStudent2001** and click Next. Note: All 4th & 5th Grade passwords have been reset to **NewStudent2001**

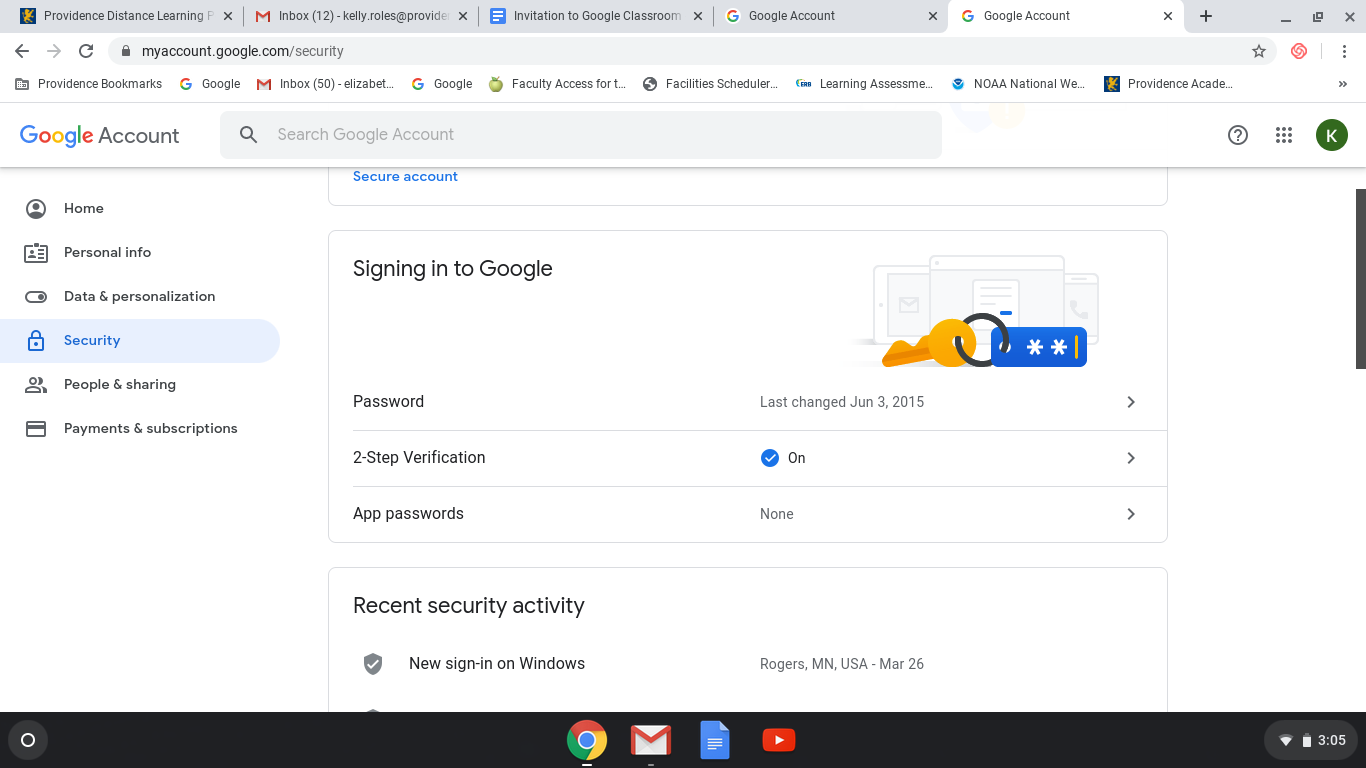


1. **Change your password -**

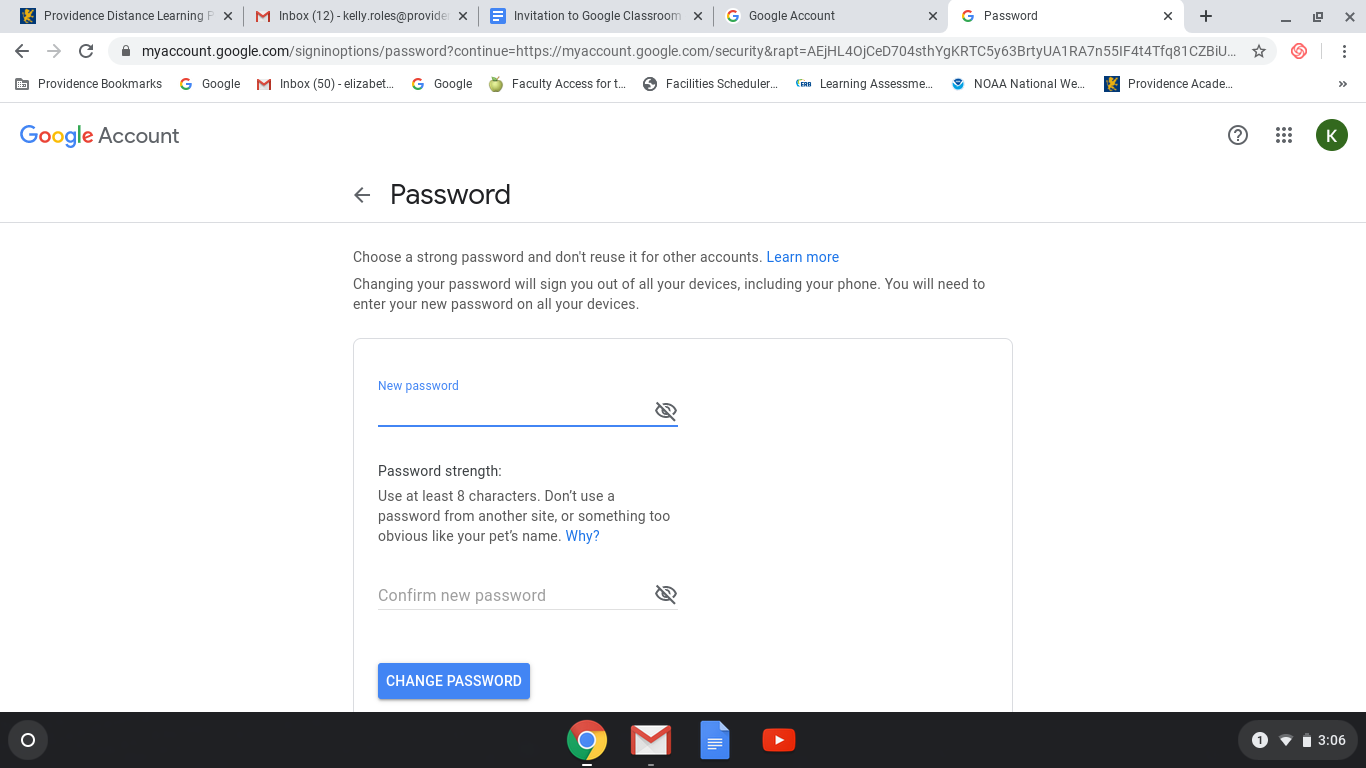
* On the left side of your screen, click on “Security”.



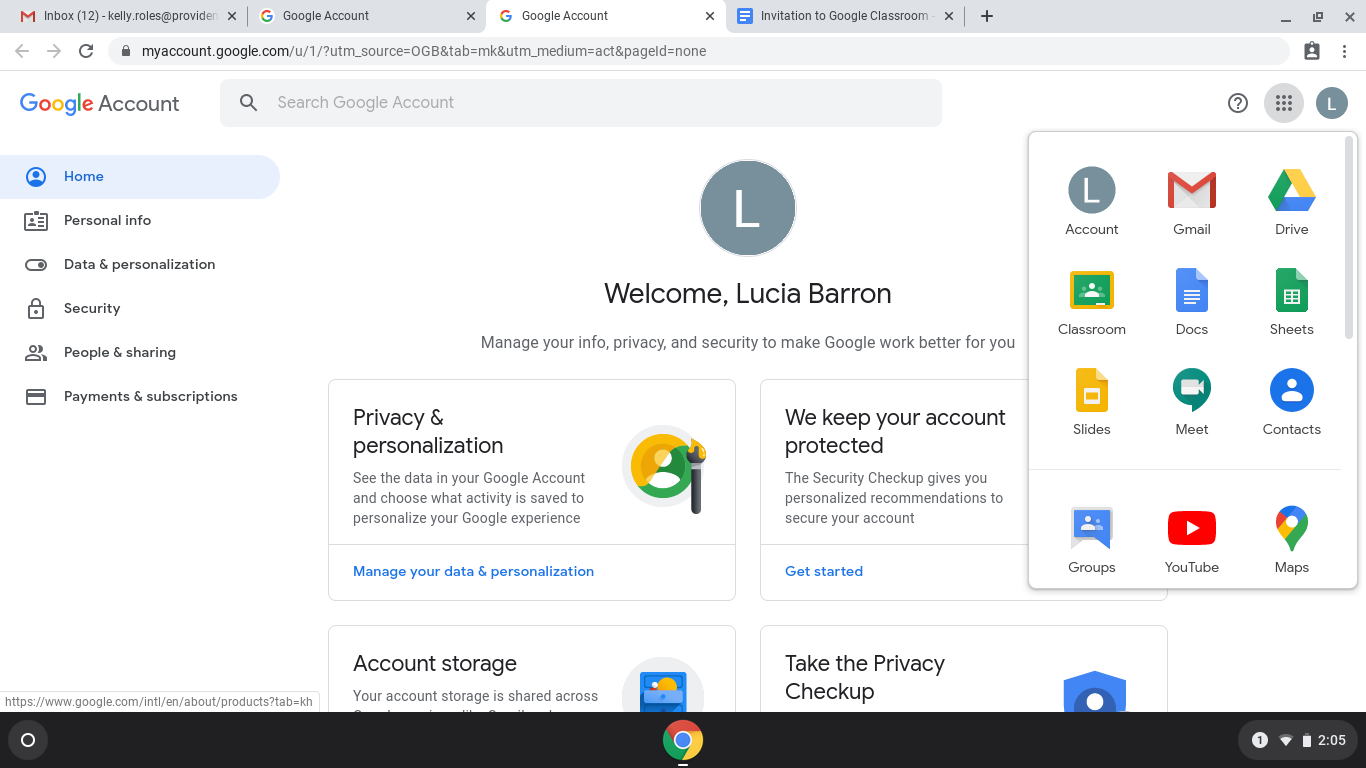
* Scroll down the page to “Signing into Google”
* Click on the arrow next to “password”



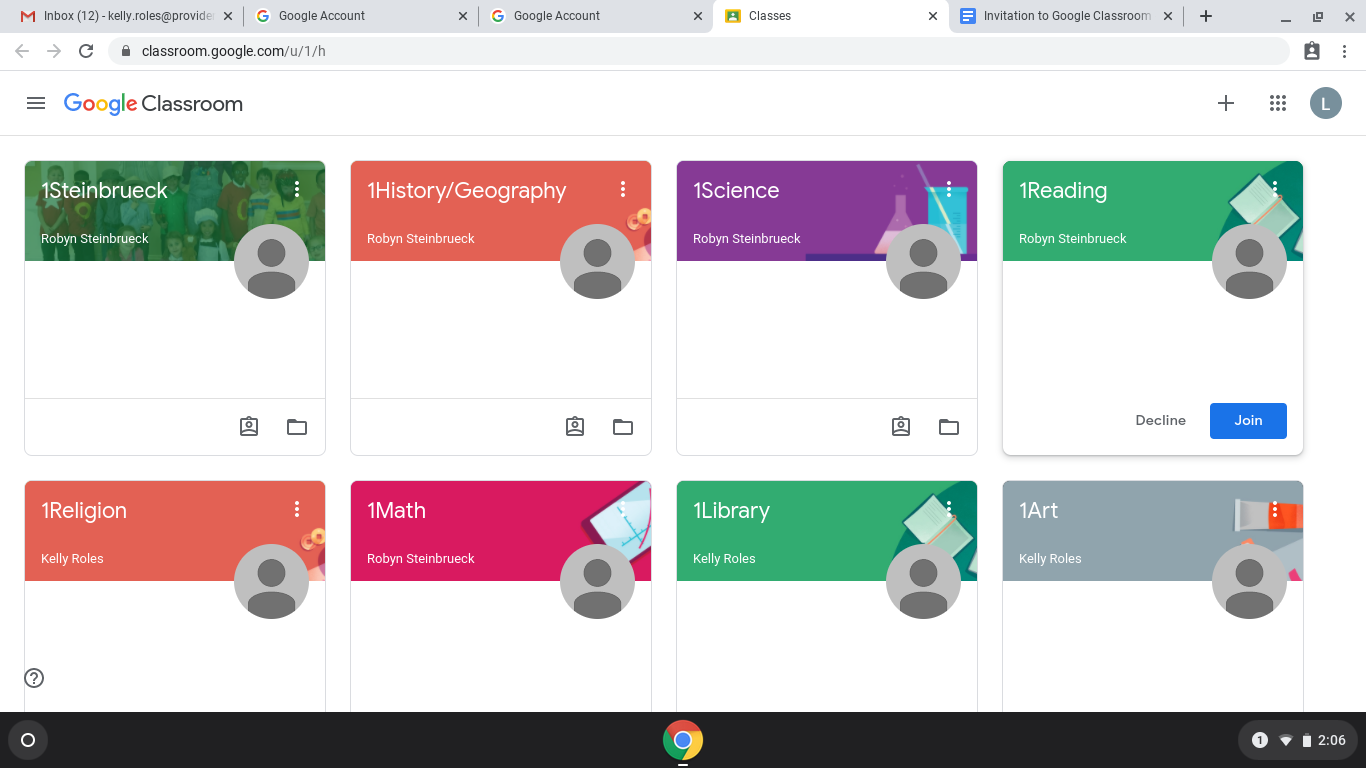
* Enter a new password. Follow the instructions for a strong password & carefully write the password down someplace where you can reference it later.



1. **Return to “Home” & Click on the “Waffle”** (9 dots) located in the top right corner next to your initial/photo icon.



1. **Click on the “Classroom” icon.** (green & yellow chalkboard).
2. When your students “dashboard” appears, “folders” will appear for the classes your student has been invited to attend. **Click “Join”**



* Each Students Classroom will display:
  + A “Homeroom” (example: 1Steinbrueck)
  + Art
  + Library
  + Music
  + PE
  + Spanish/French (not PreK)
  + Subject specific folders (not in PreK or Kindergarten)
  + Tech (4th & 5th Grade only)

If you do not see a class, use the scroll bar. Please communicate any missing classrooms to the Homeroom teacher.

**Tips:**

* You may choose to save your students “Classroom” as a bookmark.
* You may click/touch and drag “Folders” to organize them how your child would like to see them.
* We recommend that you place the “Homeroom Folder” at the top left of the “Classroom”. Students will visit the “Homeroom Folder” everyday to:

1. Attend Mass (Optional)
2. Hear Dr. Flander’s Morning Announcements & Birthdays
3. Complete Attendance
4. Hear a Welcome Message from their Homeroom Teacher
5. Review their Schedule for the day.

If you have any questions or problems setting up your Google Classroom, please

email Mrs. Roles at [Kelly.Roles@providenceacademy.org](mailto:Kelly.Roles@providenceacademy.org). In your email, please include a phone number where you can be reached.