**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. In your email, please include a phone number where you can be reached.