

## How to set up your Google Docs Student Account

Once you set up your school issued Google Docs account, you will be able to upload, create and edit files that you can share back and forth between school and home, or wherever you have Internet access.

1. Open your web browser (Internet Explorer, Google Chrome, Mozilla Firefox, Safari)
2. Go to <https://www.google.com>

3. In the top right corner, select the red **SIGN IN** box

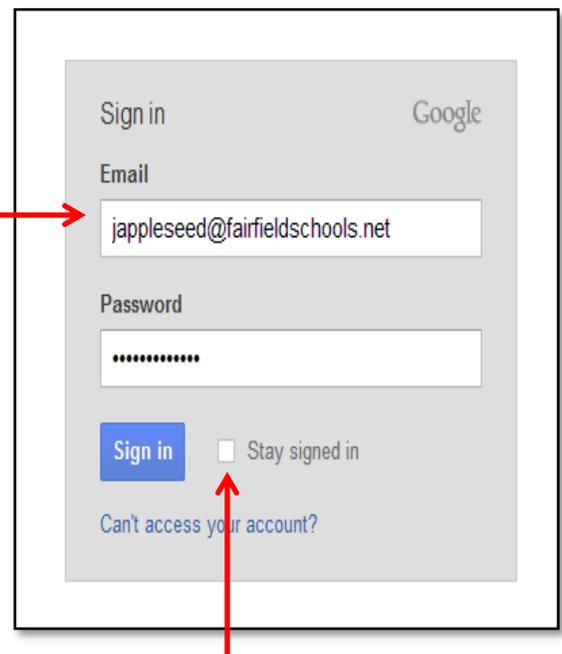


4. In the sign in email box, enter your email (username) as directed by your teacher. Your email is your regular Fairfield public school username followed by @fairfieldschools.net

(for example, if your username = jappleseed then your Google email username = [jappleseed@fairfieldschools.net](mailto:jappleseed@fairfieldschools.net))

5. In the password box, enter your **temporary** password as directed by your teacher. Your temporary password is the word Student followed directly by your student ID#.

(for example, if jappleseed's student ID = 123456 his initial Google password = Student123456)



6. Uncheck the box next to **Stay signed in** if you're using a shared computer. Then select the blue **Sign in** box.
7. You're in! Select the "**I accept. Continue to my account.**" link, then you will see a new box prompting you to choose a new password.

8. In the **Current password** box, type in your **temporary** password you entered earlier

(for example, Student123456)

9. In the **New password** and **Re-enter password** boxes, type in your password that you use for your regular Fairfield public school password.

**NOTE: if your password is less than 8 characters, add tms at the end**

for example, if your password = Cookie2  
then you need to make your new Google password = Cookie2tms  
because Google requires at least 8 characters for a password  
(Cookie2 is only 7 characters)

10. Now that you're in, select DRIVE from the top menu bar to access your Google drive. This is where you can create, save and share files.

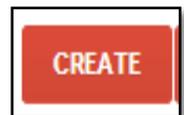
11. To upload a file (or folder with files) that you've already created:

- Select the **red Upload button**
- select **Files** to upload a file(folder if you're uploading an entire folder with files in it)
- Then navigate to where your file (or folder) is saved (in your H drive if at school)
- Double click on that file or folder to upload it



12. To create a new file (document, slideshow, spreadsheet):

- Select **CREATE**, then choose the file type you'd like to create
- create the file as desired. It will automatically be saved in your Google Drive



13. Your files should automatically save in your Google Drive. You'll see them in your list of files once saved. To access any file, just select it from the list.