PURPOSE: The purpose of this procedure is to demonstrate how to log into the private Google Apps for the school.

OPERATING SYSTEM: Windows 7 is demonstrated in this procedure, but similar steps can be taken with Windows XP and Vista.

PROCESS STEP	REFERENCE IMAGE
STEP 1: Click on the Internet Explorer Button	<i>(e</i>)
STEP 2: On the school home page click on TEACHER PORTAL	School Calendar STM Lunch Prog Teacher Portal
STEP 3: Click on the GOOGLE APPS LINK	TEACHER HELPDESK STM DATA-GOOGLE APPS STM MEETING LOG
 Step 4: Enter your school user name with @STMDATA appended to it. FLastname@STMDATA.ORG Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password. 	Sign in Google Email asmith@stmdata.org Password
Step 5: Click on DRIVE to create documents such as WORDPORCESSING, SPREADSHEETS, or PRESENTATIONS.	Drive Work together better. Publish and collaborate in real-time on documents, spreadsheets and presentations. Learn More