

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	
STEP 2: On the school home page click on TEACHER PORTAL	
STEP 3: Click on the GOOGLE APPS LINK	
<p>Step 4: Enter your school user name with @STMDATA appended to it.</p> <p>FLastname@STMDATA.ORG</p> <p>Enter your school password twice. For example, if its ab123, then enter ab123ab123 for a password.</p>	
<p>Step 5: Click on DRIVE to create documents such as WORDPORCESSING, SPREADSHEETS, or PRESENTATIONS.</p>	