Google Account Sign-In – Setting up your Google DRIVE

Step 1: LSD Google Account Sign-In

Go to Google.com (not CHROME) in the upper right hand corner click "**Sign-In**"

Enter your:

first initial of **first and last name**
followed by **your student number**
and then **@stu.lansingschools.net**

Example for Jane Doe #123456
jd123456@stu.lansingschools.net

Everyone's Password 1st time is:
P@55w0rd *(between the w and r is the **number 0** not upper case O)*

Choose **Accept**

Change Password to: first initial of first and last name and student number

Example: Jane Doe 123456

Password: jd123456

*We will **not** have access to reset your password if it is forgotten. No email is connected to this account, so you **must** choose something you can remember!*

TO Start TYPING a document or powerpoint

You will see your account name in upper right corner,

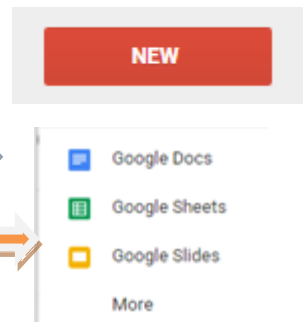**Click on the grid**

Click on "Drive"

Drive

Click on "New" in the upper left   NEW

Want to TYPE a paper?   **Choose blue**   📄 Google Docs

Want to CREATE a PowerPoint? **Choose Yellow**   📊 Google Sheets

    📙 Google Slides

    More

IT SAVES BY ITSELF !!

When you're done, make sure to click on your name in the upper right,
Choose "Sign-Out". You do not want others in your account.