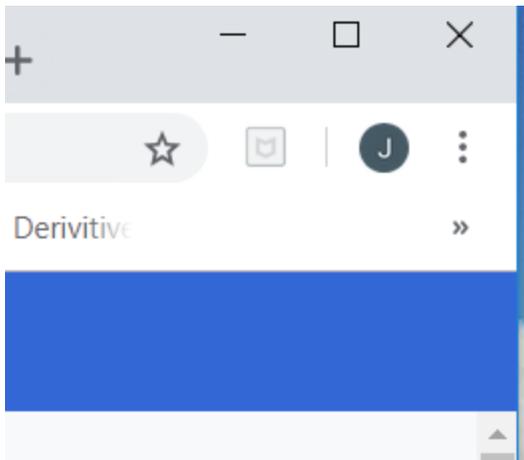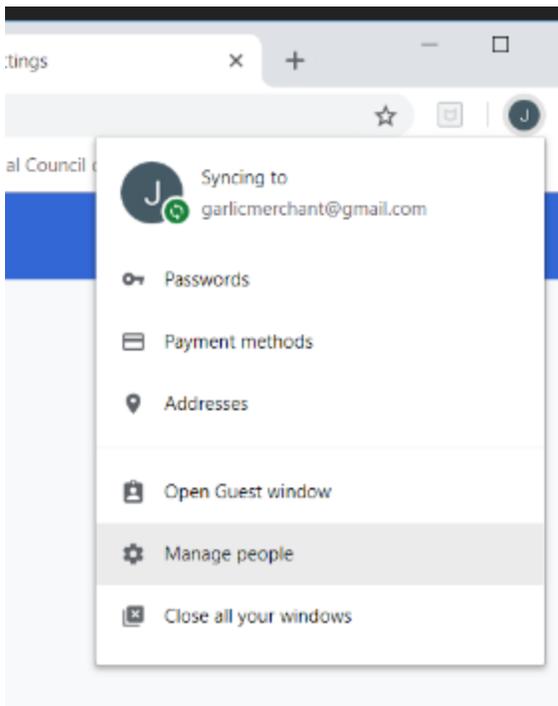# Directions for accessing online school systems at home.

To access Google Drive, Google Classroom, and all other Google Apps **with** the Chrome browser.
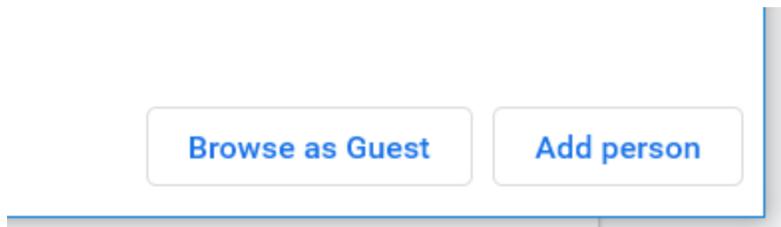
1. Open Google Chrome.

2. Click the image in the upper right-hand corner next to the three-dot menu (in this case it is a J).
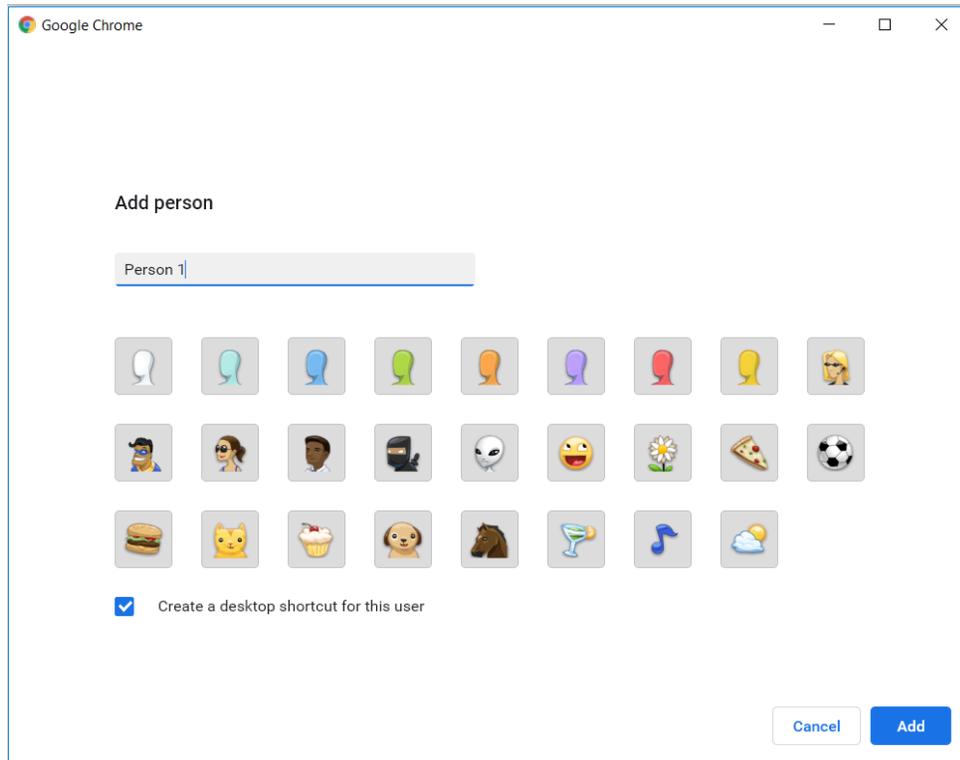

3. Select 'Manage people'

4. Click 'Add person'

5. Use your name to create another profile, select an image, and then click 'Add'

6. Click 'Turn on sync…'

7. Sign in with your full school email address and password

8. Click 'Link data'

Link your Chrome data to this account?

This account is managed by edmonds15.org

You are signing in with a managed account and giving its administrator control over your Google Chrome profile. Your Chrome data, such as your apps, bookmarks, history, passwords, and other settings will become permanently tied to aillaell000@edmonds15.org. You will be able to delete this data via the Google Accounts Dashboard, but you will not be able to associate this data with another account.
Learn more

Link data   Cancel

9. Click 'Turn on'

Turn on sync?

Chrome Sync
Your bookmarks, history, passwords, and other settings will be synced to your Google Account so you can use them on all your devices

Personalize Google services
Google may use your browsing history to personalize Search, ads, and other Google services

Want to manage sync and personalization before they're turned on? Visit Settings.

Turn on   Cancel
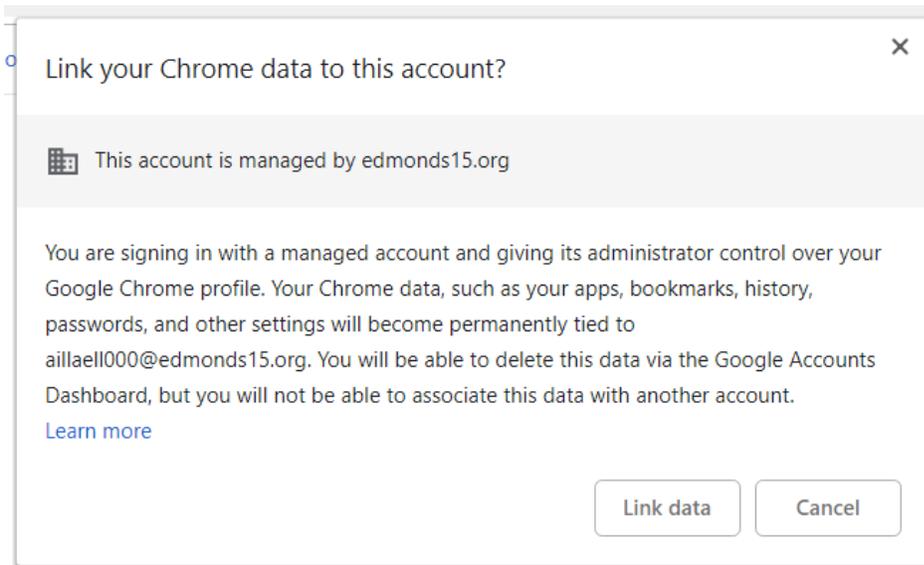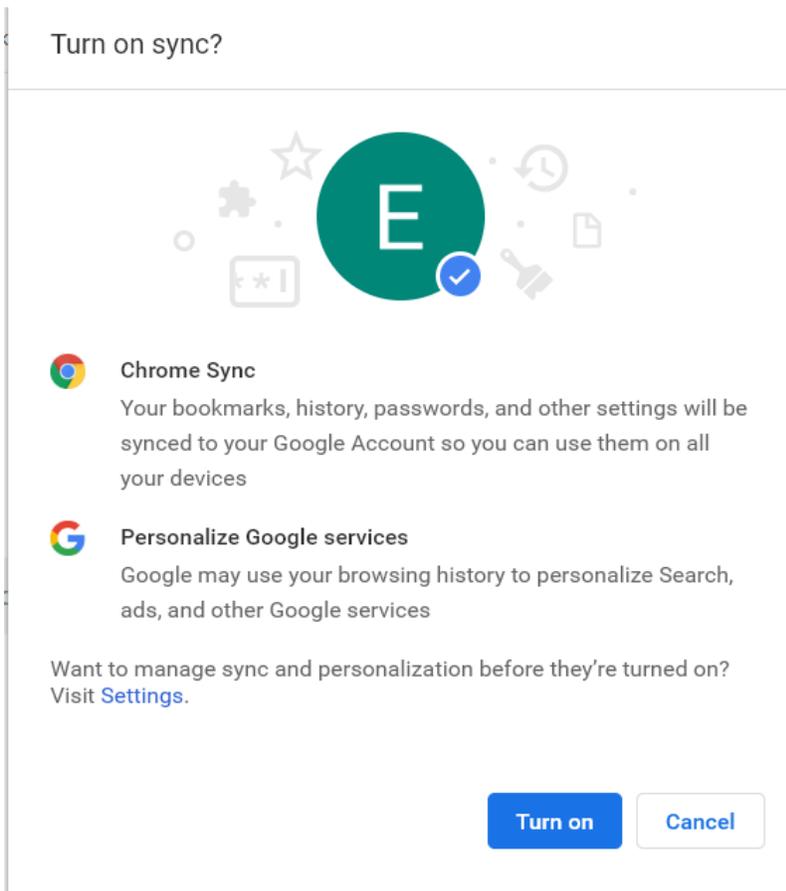
10. Common Google URLs: classroom.google.com, docs.google.com, drive.google.com, slides.google.com, gmail.com

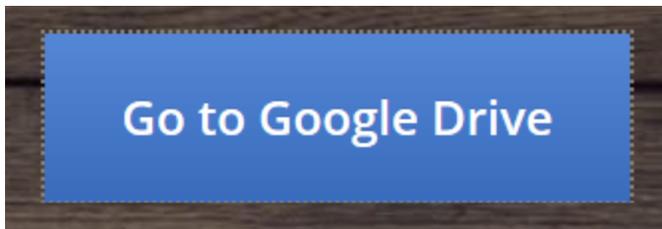11. *When you are done, be sure to sign out!*

12. Click your profile picture.

13. Click 'Sign Out'
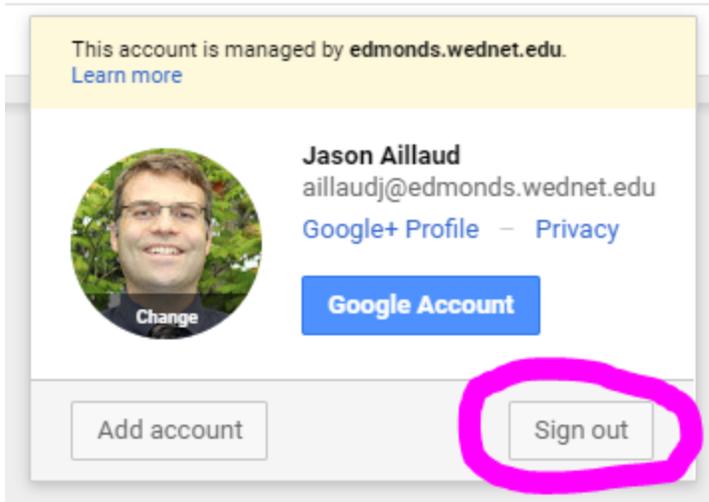
To access Google Drive, Google Classroom, and all other Google Apps **without** the Chrome browser.

1. Open your browser...doesn't matter which.

2. Go to drive.google.com

3. Click 'Go to Google Drive'

4. Log in with your full district email (LLLLLFFF000@edmonds15.org)

5. Enter your password

6. You will now have access to all your school files. You can access other Google apps by typing the URL into the browser's address bar. Since you logged into Drive first, it should remember your credentials, but you might need to enter your full district email address and password again

7. Other common Google URLs: classroom.google.com, docs.google.com, slides.google.com, gmail.com

## Sign into Clever at home **with** Google Chrome browser.

1. If you use Google Chrome as your browser, follow the directions above to sign in.

2. After you sign in, your bookmarks should have synced.

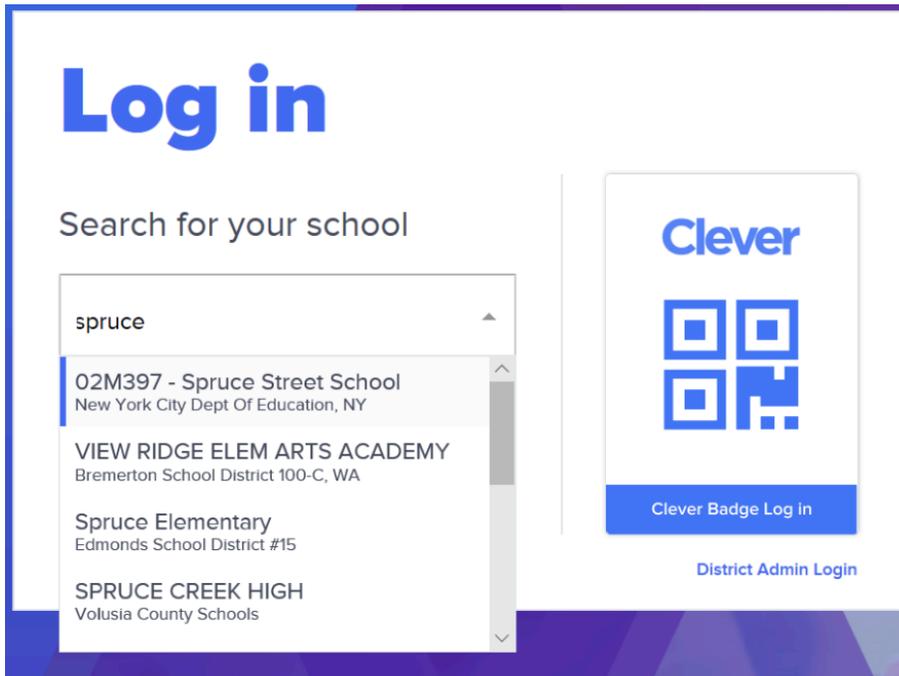3. Click on the 'Edmonds Bookmarks' folder and select 'Clever Login'.
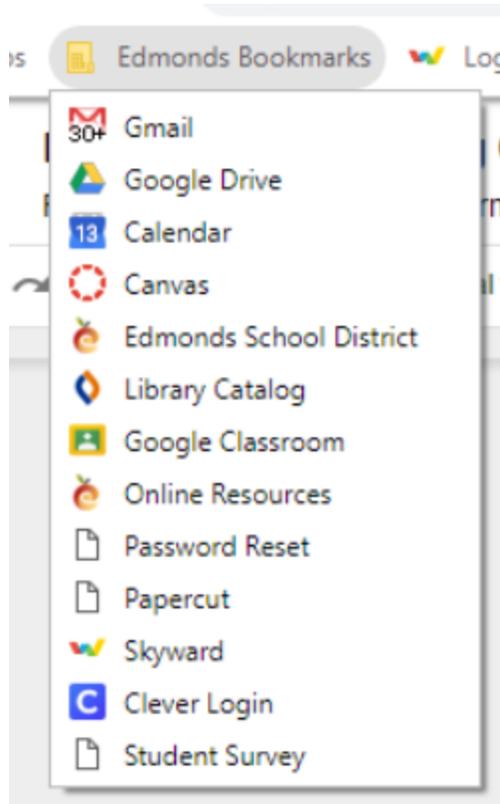
4. Enter your district username (LLLLLFFF000)

5. Enter the password: test

Sign into Clever at home **without** Google Chrome browser.

1. Go to clever.com

2. Click 'Log in as a student'
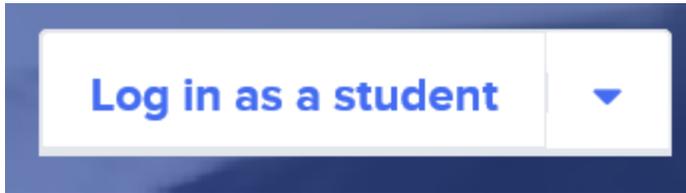
3. Type your school name to search. Read carefully, sometimes there is more than one school with the same or similar names.

4. Select the correct Edmonds School District #15 school.

5. Double check to see your login screen displays 'Edmonds School District #15'

6. Type your school username (LLLLLFFF000)

7. Enter the password: test