

Accessing College Systems from Home

Student Guide

You can access the college systems from home. This guide will show you how.

You will need to know a few things:

- Your **College Username** is your student number which is in the format stu-999999
- Your **College Password** is the same password you use to get onto a PC in the college.
- Your **Google Apps Email Address** is in the format stu-999999@gapps.suffolk.ac.uk

Note: *You will need to make sure you know your password for your phone account to download apps.*

- You can read the [Google Play Help](#) for issues with Android Phones.
- You can read the [App Store Help](#) for issues with Apple Phones.

Google Classroom

To get to Google Classroom on your home computer

1. Go to <http://classroom.google.com>
2. Enter your **Google Apps Email Address**.
3. On the next screen enter your **College Username** and **College Password**

You can also get the Google Classroom Mobile App.

To get Google Classroom on your Android Phone or iPhone you must first download it from:

- the [Play Store](#) on Android
- the [App Store](#) on iPhone.

Once you have downloaded the software, open it on your phone by finding it in the apps and pressing it with your finger.

When you first open the app you will need to sign in.

Because you will be using a college account the steps are different from the [official Google guidance](#).

The college process is:

1. Tap Classroom
2. Tap **Get Started**.
3. Tap **Add account > OK**
4. Enter your **Google Apps Email Address**
5. A screen will appear asking for a **College Username** and **College Password**.

6. If there is a welcome message, read it and tap **Accept**.
7. You can read the Terms of Service and Privacy Policy and tap **I agree**.
8. When the option appears for teacher or student, click **Student**.

Gmail

Gmail is where you can access your Google Apps emails.

1. Go to <http://gmail.google.com>
2. Enter your **Google Apps Email Address**.
3. On the next screen enter your **College Username** and **College Password**.

Google Chat

1. To get to Hangouts Chat go to <http://chat.google.com>
2. Enter your **Google Apps Email Address**.
3. On the next screen enter your **College Username** and **College Password**.

ProPortal

1. To get to ProPortal type <http://promonitor.suffolk.ac.uk/proportal> into your browser address bar.
2. Log in with your **College Username** and **College Password**