

Getting Started in Google Drive



1. Click on the shortcut for the CISD Google Portal that appears in your toolbar or desktop.
2. Click on the yellow "Google Docs" icon on the CISD Google Portal.

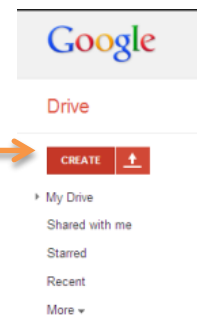


3. Your log-in is the same as your First Class username and password.

The screenshot shows the Google Docs sign-in page for "Welcome to Conroeisd.net". It includes a sign-in form with fields for Username and Password, a "Stay signed in" checkbox, and a "Sign in" button. Annotations include:

- A box pointing to the "Stay signed in" checkbox with the text: "Uncheck this box. You must do this to protect the privacy of your account."
- A box pointing to the Username field with the text: "ex. smitbob (usually the first 5 letters of your last name and first 3 letters of your first name)"
- A box pointing to the Password field with the text: "ex. stu12345 (your password should be 'stu' followed by the last 5 digits of your state identification number)"

4. Lastly, click on the red "CREATE" button to begin creating documents, presentations, spreadsheets, forms and more.



LOG-IN FROM HOME

1. Type "drive.google.com" in your browser
2. Enter your username + @conroeisd.net
3. Enter your password and click the sign-in button
4. Use Chrome as your browser when working in Google Drive for best results