

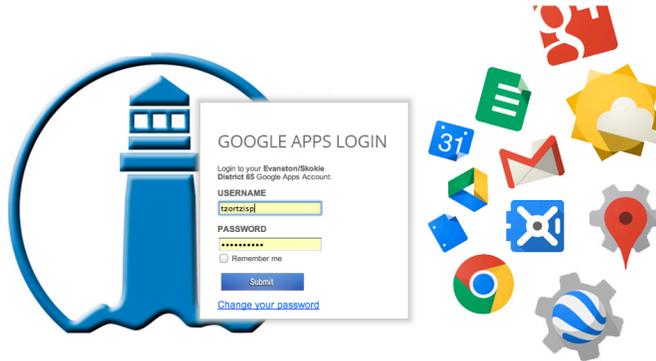
District 65 Google Account

District 65 staff can now use Google Drive to create and share documents with other staff across the district. Simply follow the directions below to log in. Video Tutorials & quick sheets on how to use Google Drive are available here: <https://sites.google.com/site/cliotech/google-docs>

If you need additional help and would like to set up a training, please send a ticket to Instructional Technology. Below you will find instructions on how to log in to your district account.



1. Open the Chrome browser.
(You can use Firefox or Safari, but Chrome is the recommended browser.)
2. Go to www.docs.district65.net The image below should appear.



3. Log in to your account just as you would to FirstClass (lastname,firstinitial) and then enter your FC password. This should get you in to your Google Drive account.

If this page does not pop up, you are probably signed in to chrome using your personal gmail account. If this is the case, you will probably see something like this:

Click on "sign in to another account"

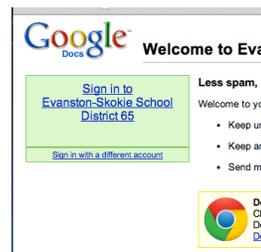
Google accounts

Select an account to use with Google Drive:

...tty@gmail.com

Continue [Sign in to another account](#)

Next, click here and then sign in again.

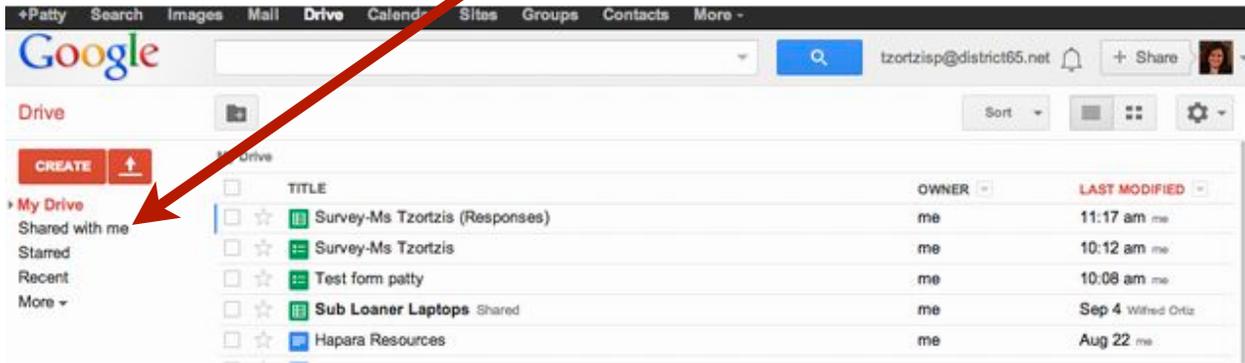


This should get you back to the sign in page. Follow step 3

District 65 Google Account

Now that you are logged in, click the accept button and you will then be taken to your **Drive**. Please note, if this is your first time logging in, "your drive" will be empty, so you will not see things listed as they are shown below.

Click on the "Share with me" tab which is below the red "My Drive" tab. Then, you will see the following screen:



This is where you will see documents, spreadsheets and other things that others have shared with you.

If you need to add anything to the document, just do it here and all of the updates are automatic so you don't need to send the latest version to the sender.

(If you get a google doc, a notification will come to you in FirstClass. If people want to send you something using Google Drive, they can send it to your district 65 email address.)

Reminder: Bessie Rhodes and Chute are the pilot schools where students and teachers are using Google accounts. All D65 staff have Google accounts available for them, but only Rhodes and Chute students have accounts.

Please note that there will be limited support this year for staff at schools other than Bessie Rhodes and Chute (they have the Chrome Book pilot and both staff and students have Google accounts accounts). Please send a ticket to Instructional Technology if you have questions but also make sure to check out the tutorials and links we have posted on our website. <http://district65instech.weebly.com/chromebook-pilot.html>

If you started using Google Docs for anything work related prior to your district account being created, please share those documents with yourself (your new District Google account) and stop using the other account for anything work related and simply log into the D65 google apps login (docs.district65.net) Use this link to log in while you are in or outside of the district.