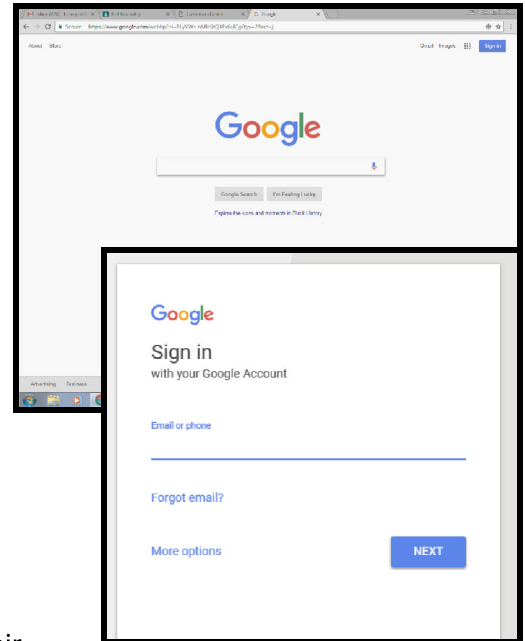


HOLY FAMILY SCHOOL

Google Student Log-in & Google Classroom Info




Below are the easy steps that students can follow to login to their account anywhere there is internet access. Students do not have access to G-mail, only their Google Drive account.

1. Open Google using  Chrome
2. Click the blue “sign in” button at the top right.
3. Once on the “sign in” screen, students will enter their firstname.lastname, and then complete the login as:
firstname.lastname@holyfamilyhawks.net
It will look like john.doe@holyfamilyhawks.net
IT IS NOT @gmail.com



4. Click NEXT, enter the password: **password1234**
When students log on for the first time, they will be asked to change their password. Students will then have access to their Google Drive account, which includes Google Docs, Google Slides, and Google Classroom.

Getting to Google Classroom

1. Open Google using Chrome 
2. Sign in to the student’s HFS Google account.
3. Locate and click on the **Google Apps**  icon (top right corner).
4. Next, find the **Google Classroom**  icon.
5. The first time a student enters Google Classroom, they will need to click on “I’m a student.” If the student is not automatically taken to the classroom, they will be prompted to enter a class code. This code would be provided by the teacher if needed. Students should then click on “Join the Class.”

Password Recovery: If a student becomes locked out of his or her account, the recovery email provided to the school may be used to reset the password. Otherwise, parents will need to email info@holyfamilyhawks.net for a password reset.

The attached page must be filled out and returned to school on Tuesday or fill out the Google Form sent via email.

Remote Learners should complete the online form.

Google Account Recovery & Guardian Access

Parents should assist their child with logging on to his or her Google account for the first time. You will be asked to reset your child's password to something that is easy for you and your child to remember. Please provide the new password and a recovery email address below so we can assist you in recovering the password if it is forgotten. The recovery address may be the same as the Parent/Guardian email provided.

Next, parents or guardians may sign-up to receive notifications and reminders related to their child's Google Classroom(s). Please provide an email that you wish the teacher to use to invite you to the Google Classroom.

PLEASE PRINT LEGIBLY.

STUDENT NAME: _____ **GRADE:** _____

NEW GOOGLE PASSWORD: _____

RECOVERY EMAIL: _____

PARENT/GUARDIAN EMAIL: _____

Please return this form to school on Tuesday, August 18, 2020 OR fill out the Google Form sent to you via email today. If you have any questions, email the office at info@holyfamilyhawks.net