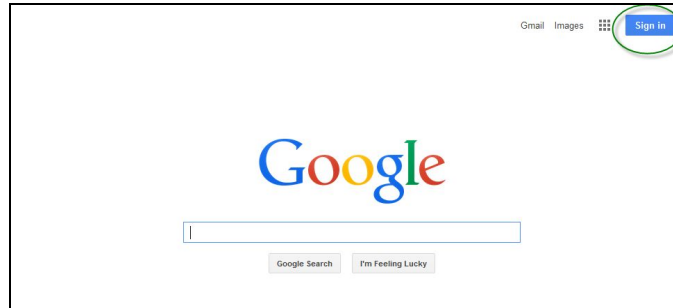


## Student Sign In & Changing Password Instructions for CCSD Google Apps for Education Account

Step 1: Go to [www.google.com](http://www.google.com)

Step 2: Click on the blue Sign in link as shown below



*Please note that if you are already signed into a Google Account, click on your username in the same location and either sign out of the original account or click Add Account*

Step 3: Enter your email address in the text field as shown below. Your email address is your [First name (up to 8 digits)].[your Infinite Campus person ID #]@nv.ccsd.net.

For example, if my name was Sample Student and my IC PersonID # was 1546874, my email address would be sample.1546874@nv.ccsd.net



# One account. All of Google.

Sign in with your Google Account

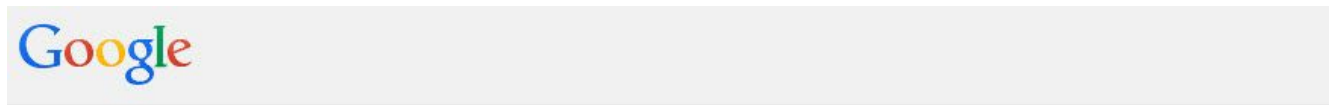
A screenshot of the Google sign-in page. It features a grey profile icon placeholder, a text input field containing the email address '[First name (up to 8 digits)].[Infinite Campus personID]@nv.ccsd.net', and a blue 'Next' button. The 'Next' button is circled in green. A 'Need help?' link is visible at the bottom right of the sign-in area.

Step 4: Type in your password. Your default password is your Student #.



Sign in with your Google Account

Step 5: Welcome to your new account window. Read and click “I accept. Continue to my account at the bottom”



### Welcome to your new account

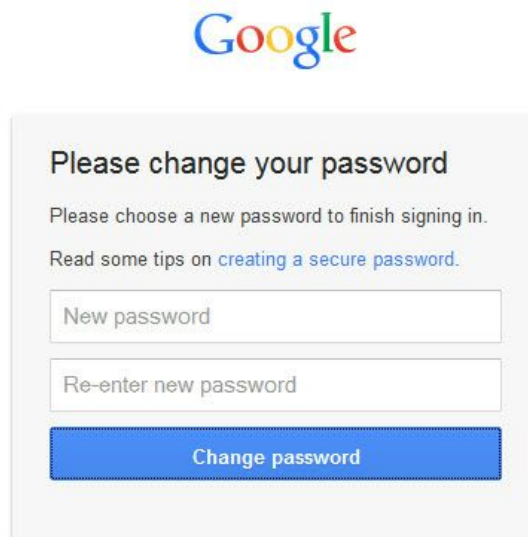
Welcome to your new account: sample.1546874@nv.ccsd.net. Your account is compatible with many [Google services](#), but your nv.ccsd.net administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your sample.1546874@nv.ccsd.net account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the Google Apps [core suite](#) of messaging and collaboration applications, your use of those services is governed by your organization's Google Apps agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

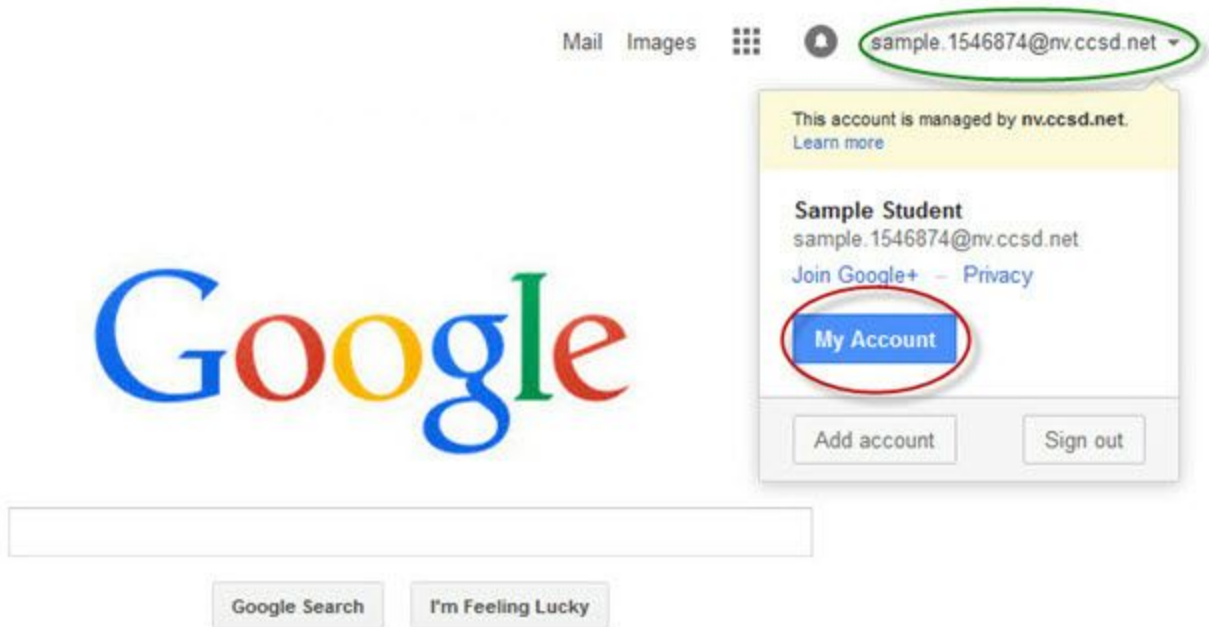
Click "Accept" below to indicate that you understand this description of how your sample.1546874@nv.ccsd.net account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Step 6: If you see this window, then complete this step. Once this step has been completed, you are finished setting up your account. If you do not see this option, please continue to step 7 to reset your password.



The screenshot shows a dialog box titled "Please change your password". Below the title, it says "Please choose a new password to finish signing in." and "Read some tips on [creating a secure password](#)." There are two input fields: "New password" and "Re-enter new password". At the bottom is a blue button labeled "Change password".

Step 7: If not already prompted to in Step 6, reset your default password by clicking on your email address (shown below by a green circle) and then click on the blue My Account link (as shown below by a red circle)



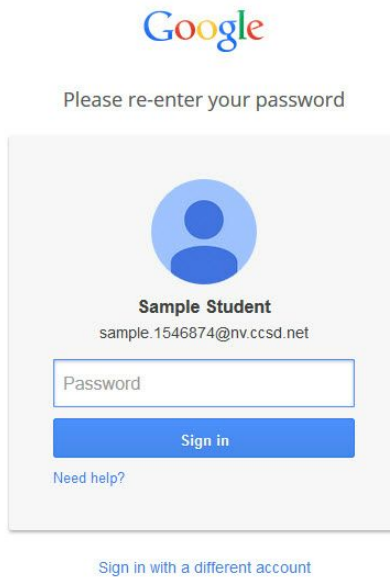
Step 8: Click on the Sign-in & security arrow (as shown below by the green circle)

The screenshot shows the Google My Account dashboard for a user named 'Sample Student'. At the top, there are icons for Google, Gmail, a profile icon, Maps, and YouTube. Below these is the text 'Welcome, Sample Student' and the heading 'Control, protect, and secure your account, all in one place'. A sub-heading reads: 'My Account gives you quick access to the settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google tools and services work better for you.' There are three main menu items: 'Sign-in & security' (circled in green), 'Personal info & privacy', and 'Account preferences'. Each menu item has a brief description and a list of sub-links. Below the 'Sign-in & security' menu is a 'Security Checkup' section with a 'GET STARTED' button. Below the 'Personal info & privacy' menu is a 'Privacy Checkup' section with a 'GET STARTED' button.

Step 9: Click on the Password & sign-in method link (as shown below by the red circle)

The screenshot shows the 'Sign-in & security' settings page. The left sidebar contains a navigation menu with categories: 'Welcome', 'Sign-in & security' (selected), 'Personal info & privacy', 'Account preferences', 'About Google', 'Privacy Policy', and 'Help and Feedback'. The main content area has the heading 'Manage your account access and security settings' and a sub-heading 'Your Google Account is protected by the most advanced online security. Keeping these settings up-to-date safeguards your account even more.' Below this is a 'Security Checkup' section with a 'GET STARTED' button. The 'Signing in to Google' section contains a 'Password & sign-in method' link, which is circled in red. Below this link is a box with the text: 'You can protect your account with just a password, or add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. Note: To change these settings, you will need to confirm your password.' At the bottom of this box, there is a 'Password' label, the text 'Last changed: 27 minutes ago', and a right-pointing arrow button circled in red.

Step 10: Once this has been selected, you will need to re-enter your password



Google

Please re-enter your password

**Sample Student**  
sample.1546874@nv.ccsd.net

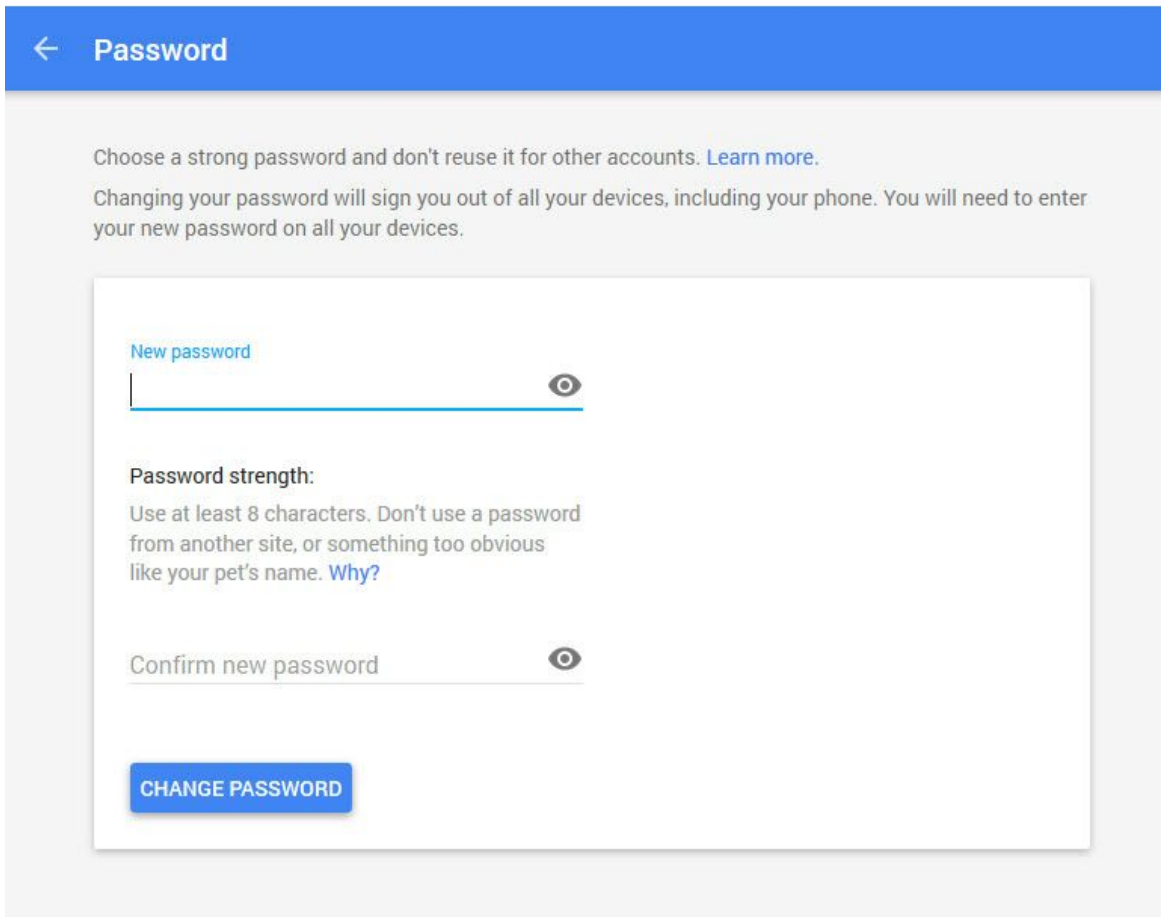
Password

Sign in

[Need help?](#)

[Sign in with a different account](#)

Step 11: Once your password has been entered, this is where you will change your password. You will need to type it in twice and then click the blue CHANGE PASSWORD link at the bottom.



← Password

Choose a strong password and don't reuse it for other accounts. [Learn more.](#)

Changing your password will sign you out of all your devices, including your phone. You will need to enter your new password on all your devices.

New password

Password strength:  
Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

Confirm new password

CHANGE PASSWORD

Congratulations! You are now ready to use your CCSD Google Apps for Education account.

If, at any point, you would like to change your password, you can refer to this document.

If you have any questions regarding your account, please contact your onsite Google Controllers.

You can find additional training materials at <https://www.google.com/edu/training/get-trained/>