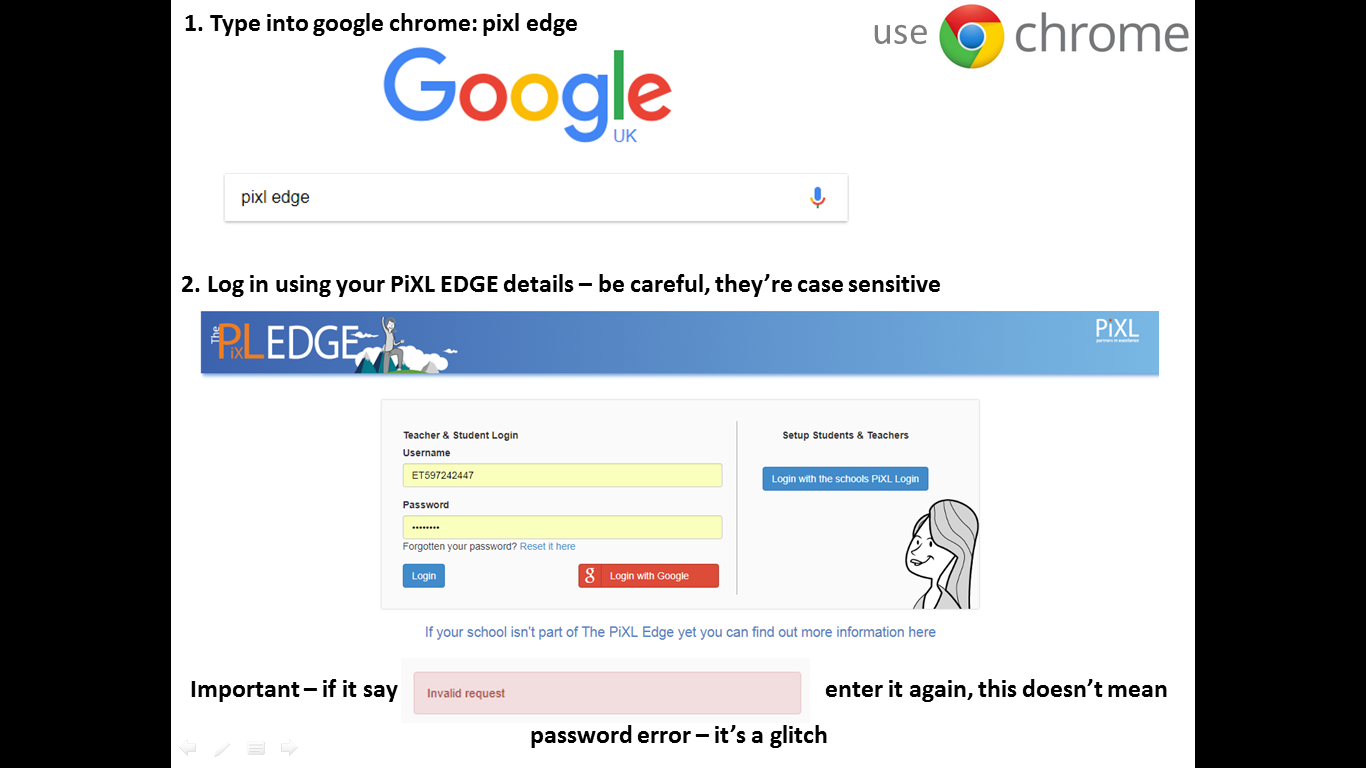
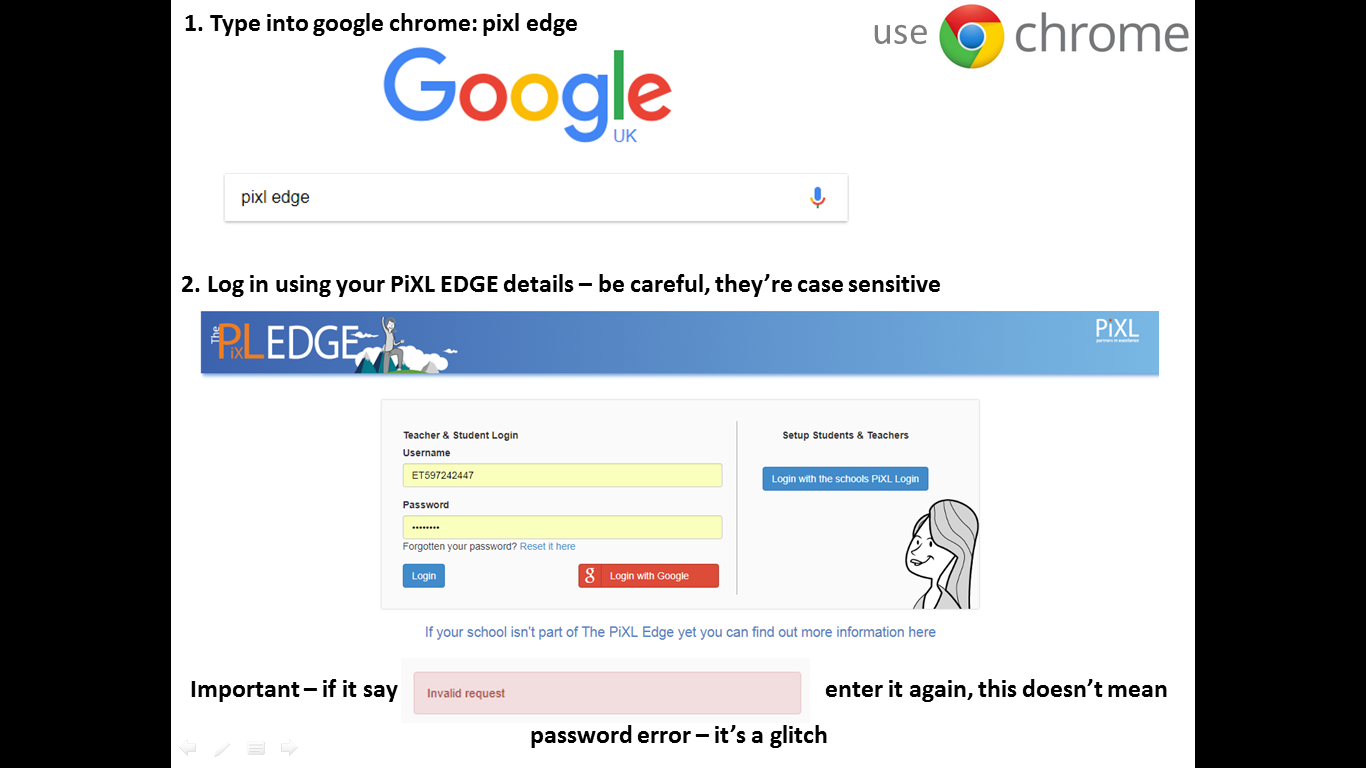


Login Session

1. Log on to computer
2. Hand out login details (attached to bulletin)
3. Stick log in detail in planners
4. Open **Google Chrome** browser
5. 

Email address

**IMPORTANT**: YOU MUST USE SHIFT TO WRITE CAPS RATHER THAN Caps Lock FOR YOUR PASSWORD

Password



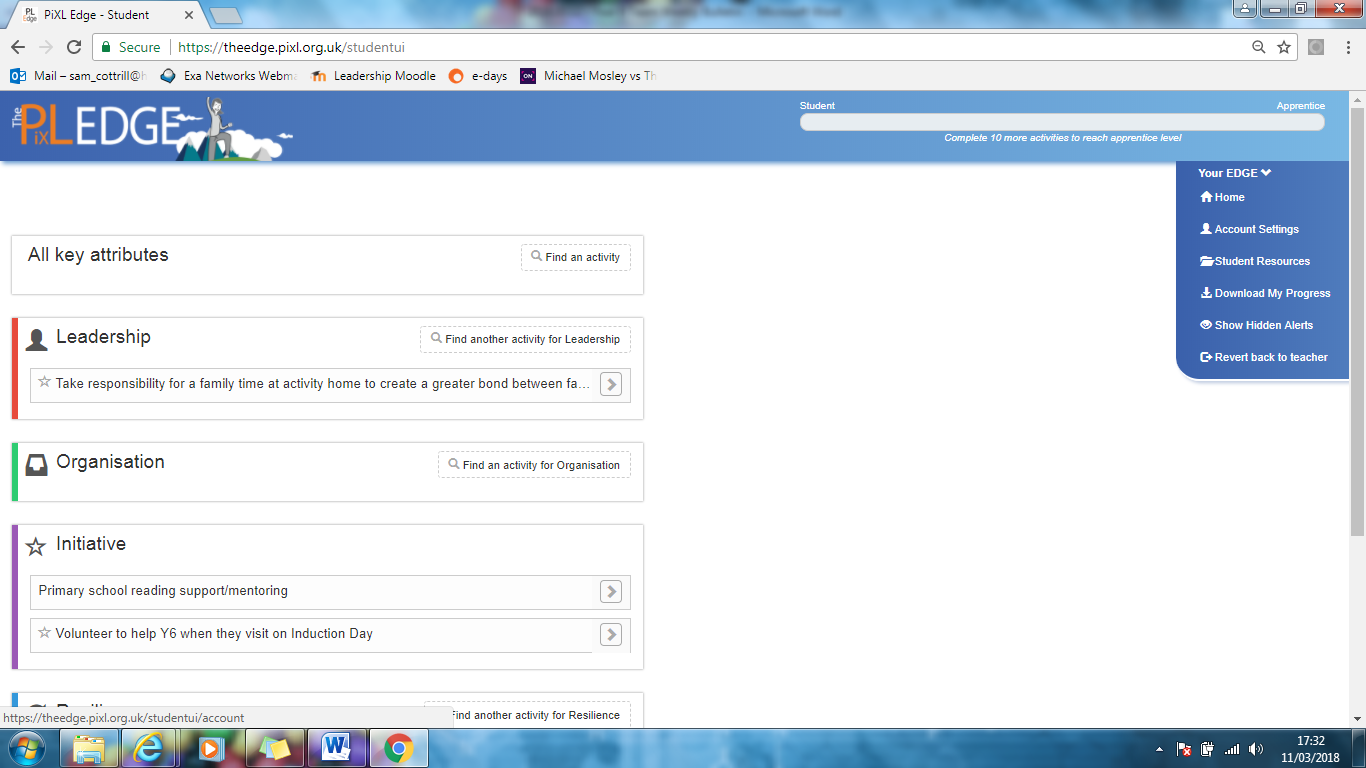


**How to change your password**

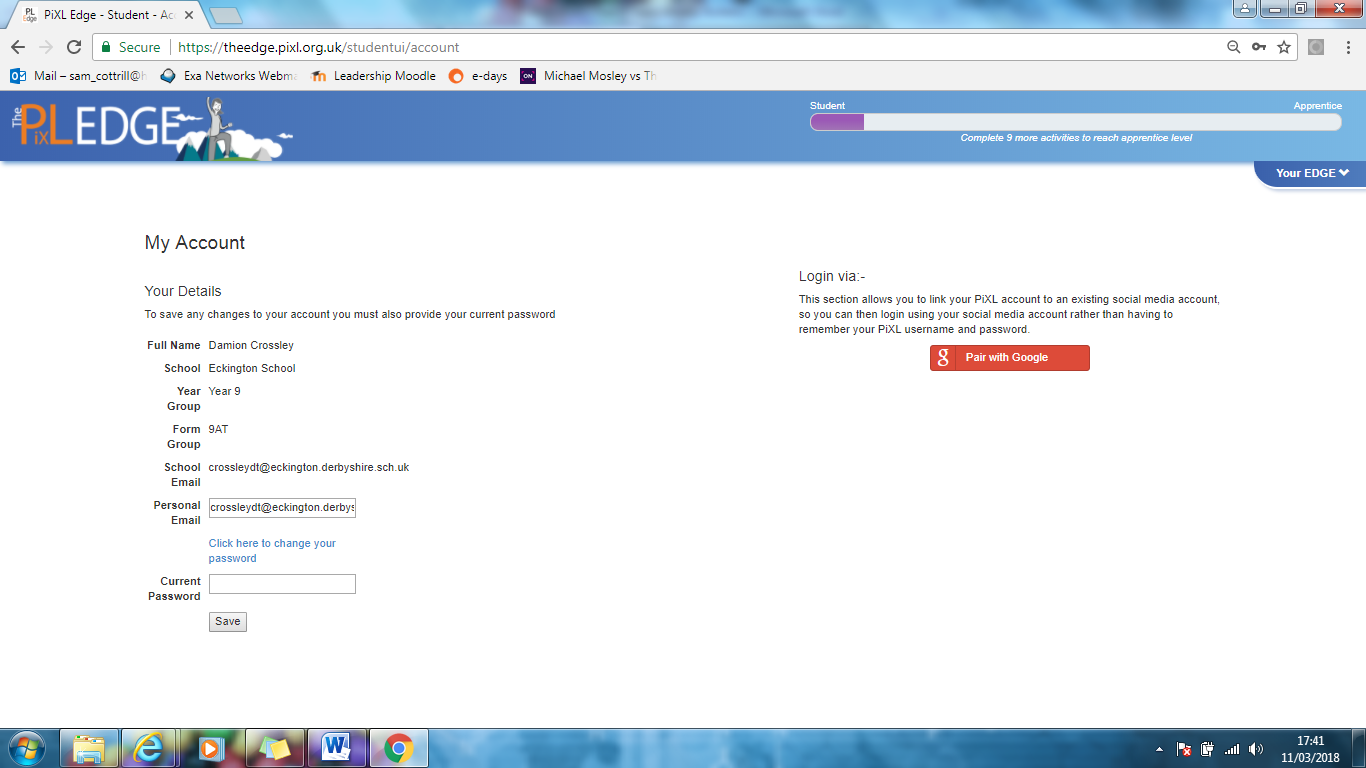
Once logged in you can change your password, if you choose to change your password, ensure it is IDENTICAL TO YOUR SCHOOL PASSWORD which you used to log into this computer.

Details on next page

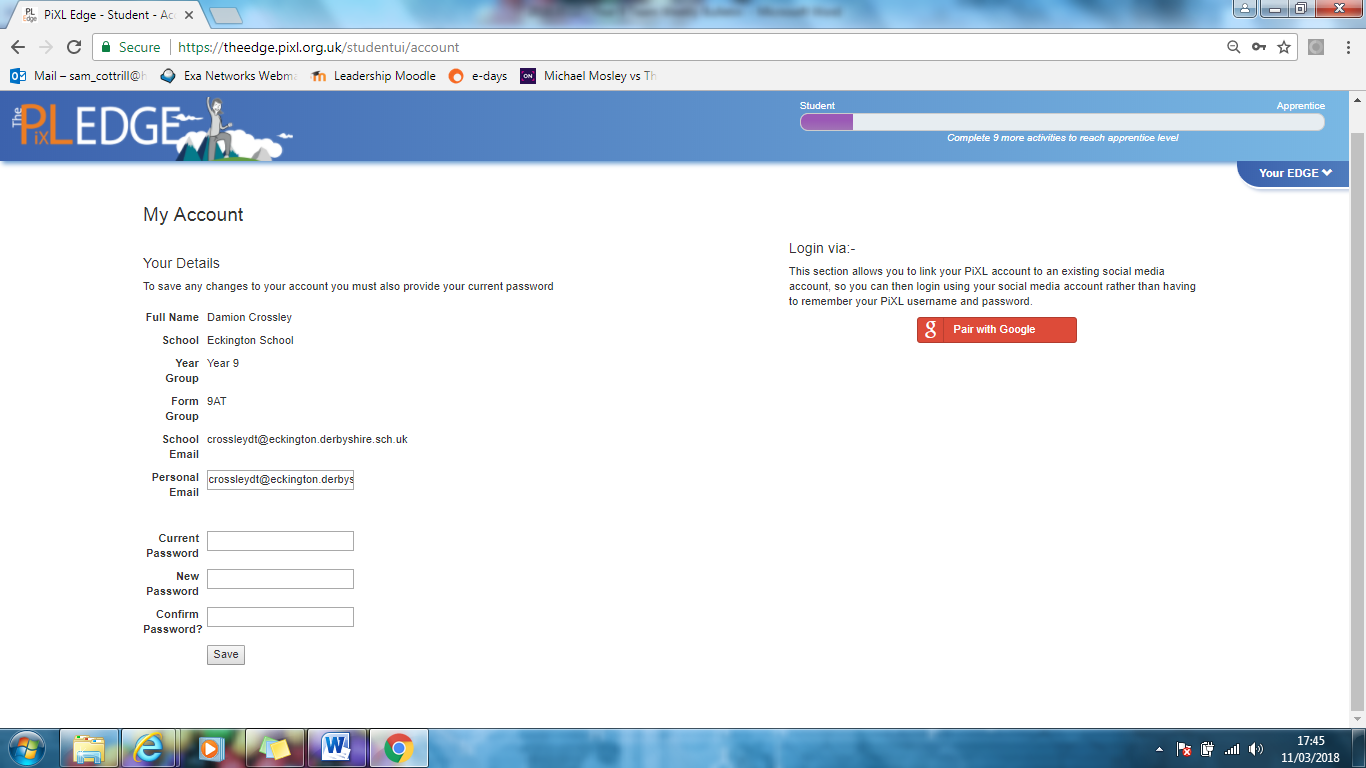
**Directions to change password**



**Click on Account Settings**



**Click here to change password**



**If there is no personal email, copy and paste your school email into here**

**Carefully write in your school password**

**Type original password**