## Signing into Google

## Signing into Google (students)

Step	Instruction	Screenshot		
1	From any browser (preferably Chrome) go to <a href="http://google.com">http://google.com</a> and click the blue <b>'Sign In'</b> button in the top right of the screen.			
2	Your username is:	Goods		
	student number@chrome.escg.ac.uk	Google Sign in Continue to Docs		
	For example: '440577@chrome.escg.ac.uk'	Email or phone — 505254@chrome.escg.ac.uk		
	password: <i>Initially</i> , this will be their <b>surname</b> with the first letter capitalised	Not your computer? Use a Private Window to sign in.  Learn more		
	number@chrome.escg.ac.uk e.g. ' <b>Jones</b> '	Create account Next		
	If you change your college password, this will also update and become your Google password.			

## Signing in to Google (staff)

Step	Instruction	Screenshot	
1	From any desktop or mobile browser (preferably Chrome) go to <a href="https://google.com">https://google.com</a>		
2	In the upper right corner, select <b>Sign in Email</b> firstname.surname@chrome.escg.ac.uk (don't forget the @chrome part)	Google Sign in Continue to Docs  Email or phone sam.shuttleworth@chrome.escg.ac.uk	
	Password is the same as your college password.	Forgot email?  Not your computer? Use a Private Window to sign in.  Learn more  Create account  Next	

For further support using Google please see our support site <u>here</u>. For password resets, please log a help request on <u>TopDesk</u>. If you are a student, ask your teacher or tutor to do this for you.