

Instructions for Logging in to Google First Time Logins

The below instructions demonstrate logging in using the Chrome browser.

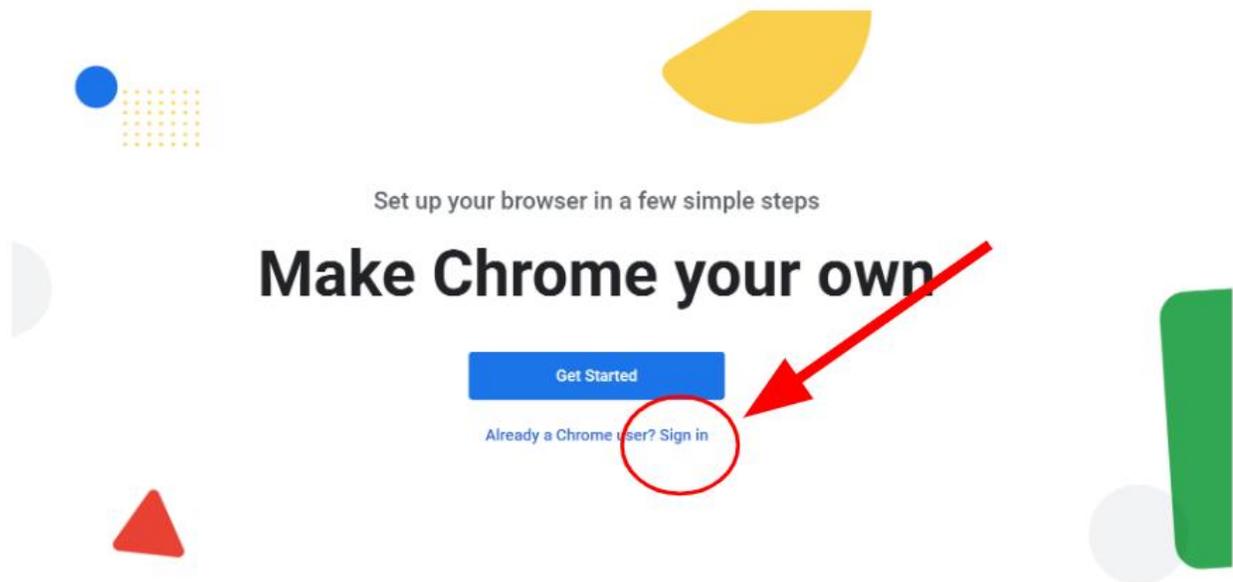


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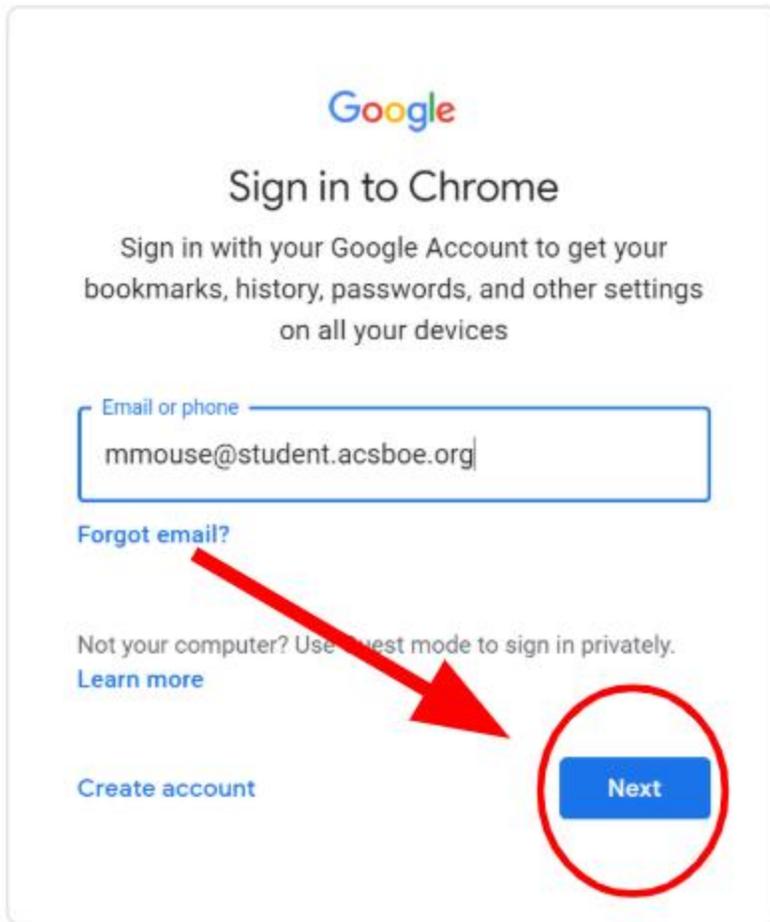
It is best to use the Google Chrome web browser for logging in to Google.

Note: *Please email your child's teacher to obtain his/her username (email) and password.*

1. Open your Google Chrome Browser. If no one is already signed in to Google, you will see the page below. Click "sign in".



2. Type in your student's email address, then click "Next".



Google

Sign in to Chrome

Sign in with your Google Account to get your bookmarks, history, passwords, and other settings on all your devices

Email or phone

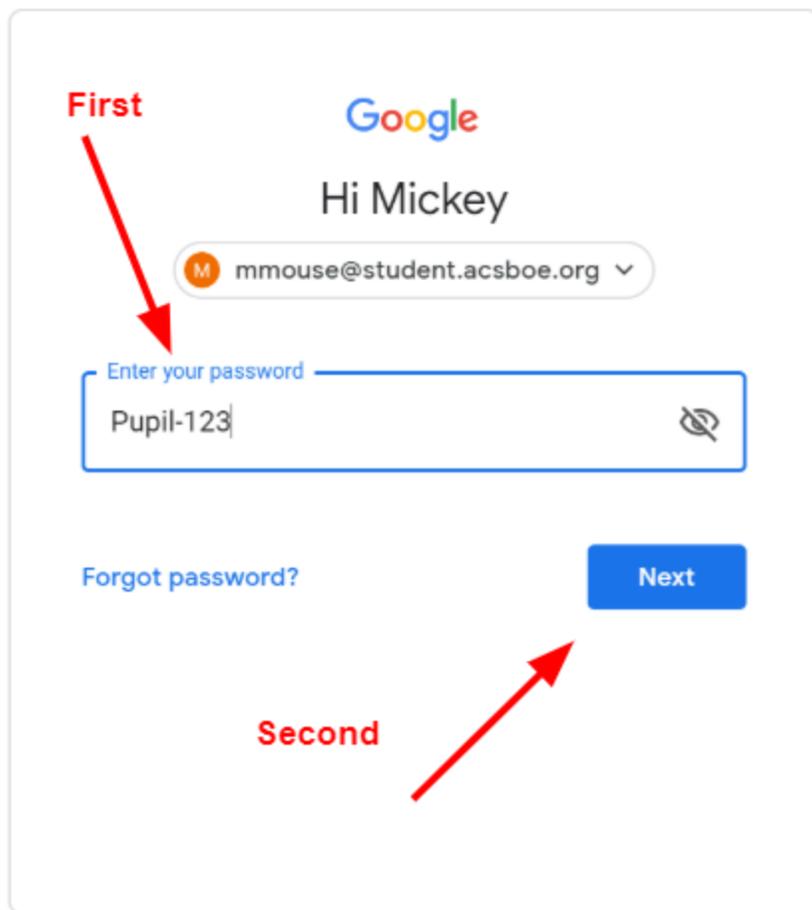
[Forgot email?](#)

Not your computer? Use guest mode to sign in privately.
[Learn more](#)

[Create account](#)

[Next](#)

3. For students that have never logged in to Google before, you must enter **Pupil-123** as the password. Then click “Next”. (See below):



The image shows a Google login interface. At the top, the Google logo is displayed. Below it, the text "Hi Mickey" is shown. Underneath, there is a dropdown menu with the email address "mmouse@student.acsboe.org" and a small "M" icon. Below the email field is a password input field with the placeholder text "Enter your password" and the text "Pupil-123" entered. To the right of the password field is an eye icon. Below the password field, there is a link that says "Forgot password?". To the right of the "Forgot password?" link is a blue button labeled "Next". A red arrow labeled "First" points from the top left to the password input field. Another red arrow labeled "Second" points from the bottom center to the "Next" button.

4. Scroll down the next page and click “Accept” to accept Google permissions.

Google
Hi Mickey

Welcome to your new account

Welcome to your new account. Your account is compatible with many **Google services** (<https://support.google.com/a/answer/181965>), but your [student.acsboe.org](https://support.google.com/a/answer/181965) administrator decides which services you may access using your account. For tips about using your new account, visit the **Google Help Center** (<https://support.google.com/a/users/answer/161937>).

When you use Google services, your domain administrator will have access to your mmouse@student.acsboe.org account information, including any data you share with this account in Google services. You can learn more here (<https://support.google.com/accounts/answer/181692>), 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** (<https://www.google.com/safelycome/everyone/learn/accounts/>) 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 **G Suite core services** (https://www.google.com/apps/html/en/terms/user_features.html), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>). Certain Additional Services may also have **service-specific terms** (<https://support.google.com/a/answer/181885>). 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 mmouse@student.acsboe.org account works and agree to the **Google Terms of Service** (<https://accounts.google.com/TOS>) and the **Google Privacy Policy** (<https://www.google.com/policies/privacy/>).

Accept

5. You will then be prompted to change your student's password. Please change it to the password given to you by your child's teacher. This password will end in **-acs**. Then click "Change Password". (See below)

**Google will advise you to create a longer password. Please ignore this suggestion. ACSIT creates strong passwords for all students.*

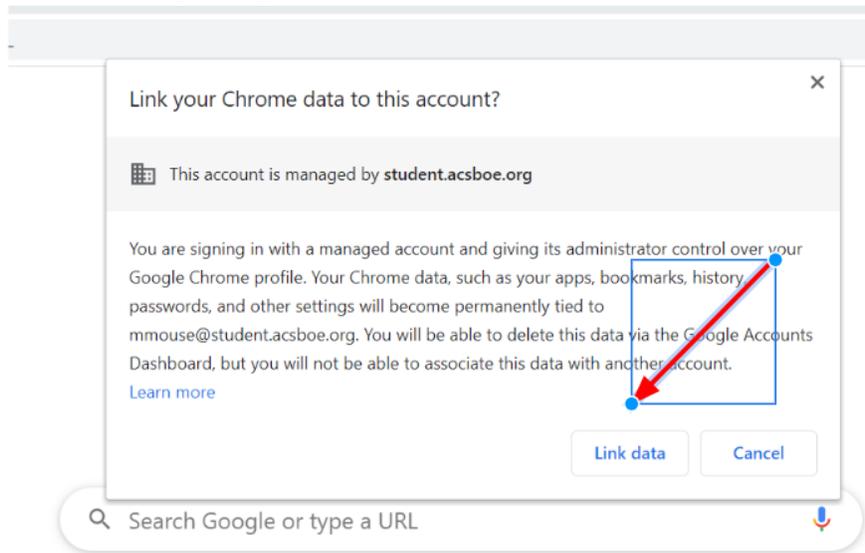
The screenshot shows a password change interface. At the top, it says "New password" followed by the text "123-acs" and an eye icon. Below this, a red message reads "Please choose a longer password." Underneath, it states "Password strength: Too short" and provides instructions: "Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. Why?". Below the instructions is the "Confirm new password" section with the text "123-acs" and another eye icon. A red bracket on the right side of the form groups the "New password" field, the error message, the password strength instructions, and the "Confirm new password" field, with the word "First" written in red to the right of the bracket. At the bottom left, there is a blue button labeled "CHANGE PASSWORD". A red arrow points from the word "Second" (written in red to the right of the button) to the "CHANGE PASSWORD" button.

Once your student's password has been changed, Google will prompt you to sync his/her account with Chrome. This will help to save your students bookmarks, apps, and links. ACSIT encourages students to sync with Chrome.

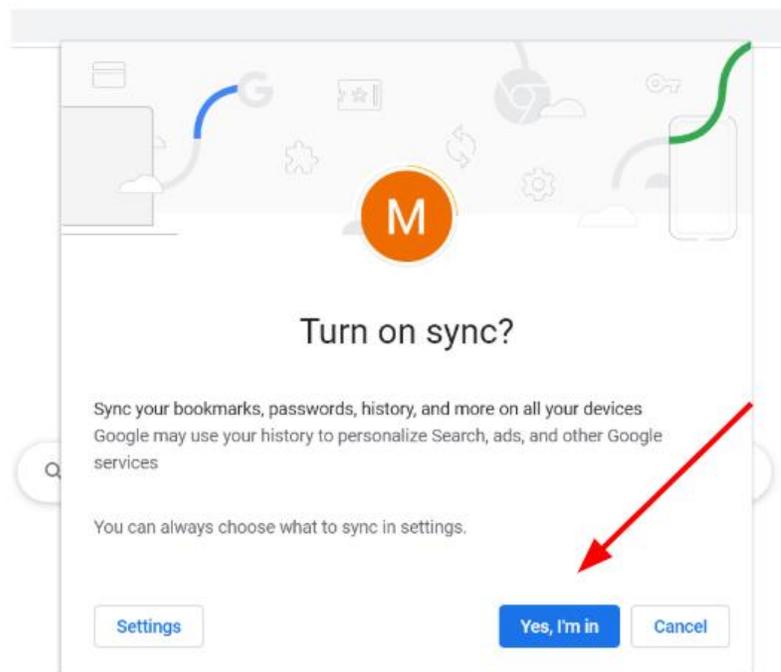
See below for instructions on how to sync with Chrome:

To sync with Chrome:

1. Click “Link Data” when prompted.



2. Click “Yes, I’m in”.



You will see your child’s first initial in the upper right hand corner of the browser.

[Click here for directions on logging in to Clever.](#)

Please note, ACSIT strongly encourages you to logout of your student’s account after use.

Should you have any issues logging in, please email your child’s teacher.