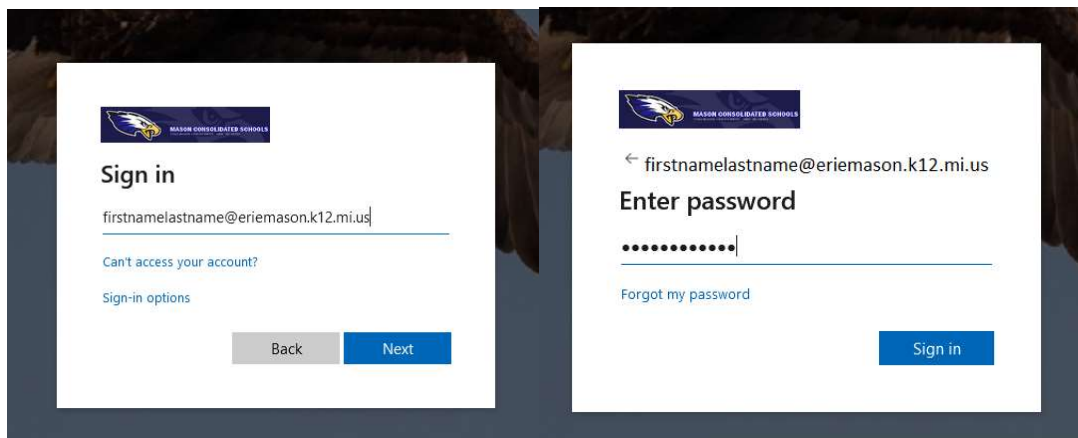
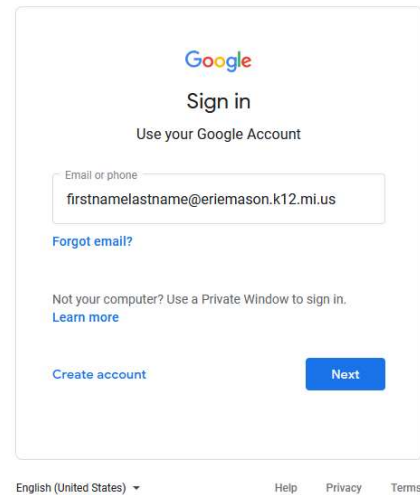




1. Be sure to sign out of any personal Google accounts in your browsing session. Then, go to the Google page that you have been directed to go to (e.g. <https://classroom.google.com>)
2. Use the Google sign in page to enter the student account (e.g. firstnamelastname@eriemason.k12.mi.us).
3. After choosing "Next" you will be re-directed to sign into Mason's Office 365 environment for additional account security. After entering the student account here and selecting "Next" you will be prompted to enter the account password. This password varies from student to student, but it is the same password a student uses to sign into their computer accounts daily with.



4. **Please note:** if you are using the computer for multiple students OR if the account appears to not allow a student sign into the Google platform (per the pic below): (1) click on the 3 dots next to the email address of the student(s), (2) select "Forget", (3) once all account listed are removed re-type the student's email address or use "+ Use another account" (you may need to "Forget" multiple accounts). Then re-type the students full email address to sign the student in.

