NEW CONSENT/NEW GOOGLE ACCOUNTS
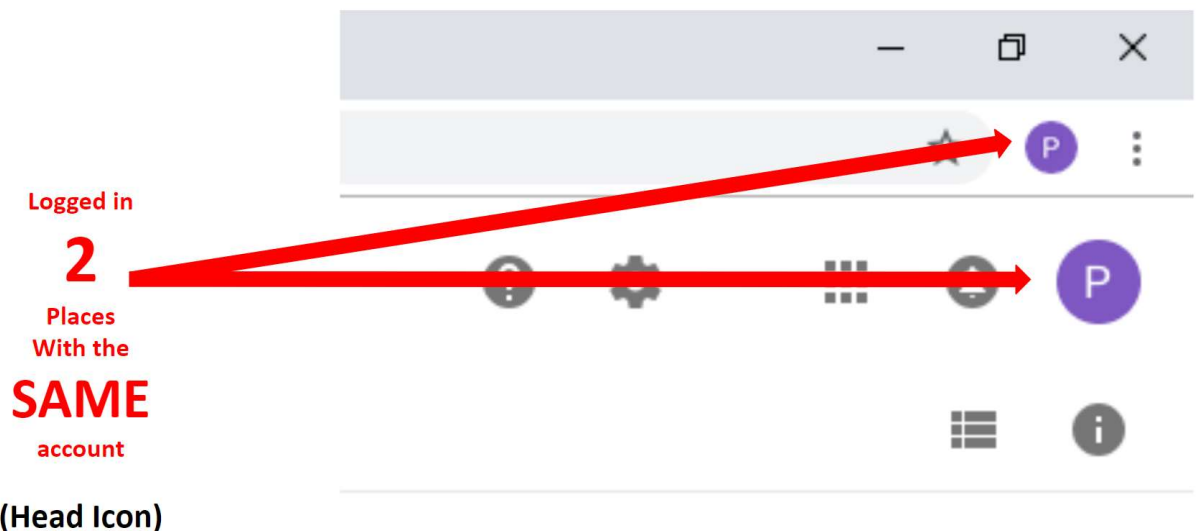
1. Parents provide consent for their child(ren) to have SD62 learns Google Accounts by going online to the following website (no www): https://consent.sd62.bc.ca
2. New accounts take 24 hours/overnight to be created.
3. Parents go to the following website (no www): https://gafe.sd62.bc.ca
   a. Username = Pupil Number/Student Number
   b. Password = 123456
   c. Write down the new Google account login. (e.g., ab1234@sd62learns.org)
   d. The Google Account format is Initial of first name, Initial of last name, last four numbers of the pupil number)
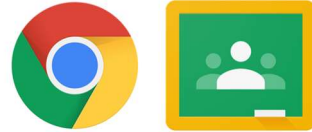   e. Password = Pupil Number/Student Number

FORGOT PASSWORD/RESET PASSWORD

1. Parents/Students go to the following website (no www): https://student-selfserve.sd62.bc.ca/
2. Needed information:
   a. Pupil Number/Student Number
   b. Home Phone Number
   c. Parent email

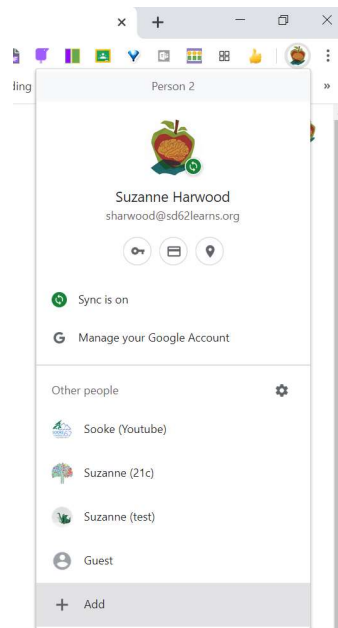**LOGGING ON TO GOOGLE – Laptop/Desktop**

1. Open up the chrome web browser (do not use edge, firefox, safari or any other browser)
2. Go to www.google.ca
3. If no-one else has ever logged in to Google with personal accounts, then login twice in the upper right corner: Click on the Gray Head to sign into your profile. Click on the blue "Sign In" to sign into the product.

Logged in

2

Places
With the

SAME

account

(Head Icon)

Before	After
Gray Head Icon and prompt to login	Same letter or symbol appears twice

4. <u>If someone is already logged to a personal account</u>, go to settings (3 vertical dots) and log out.
5. Click on the Google Profile Icon (Gray Head) at the top of the screen and from the drop-down menu, choose "+ Add" to add your child's Google Account.
6. To move between two personal accounts in future, go to the top Google Profile Icon and choose a different identity.

MOVING BETWEEN GOOGLE APPS
1. Open the Google Chrome browser and go to a new tab. Click on the waffle icon (9 squares).

Google Drive = Your Child's files
Google Classroom = Your Child's assignments
Google Calendar = Schedule of assignments and meetings (join online meetings from here)