

# Accessing Google Account and Classroom Applet – Support for parents and pupils

This document will briefly guide you through the process of signing into Google Classroom with your child. For any further enquiries or help with this process, please email your school Google support email:

[google-GPFS@theglc.org.uk](mailto:google-GPFS@theglc.org.uk)

[google-pioneer@theglc.org.uk](mailto:google-pioneer@theglc.org.uk)

[google-lansdowne@theglc.org.uk](mailto:google-lansdowne@theglc.org.uk)

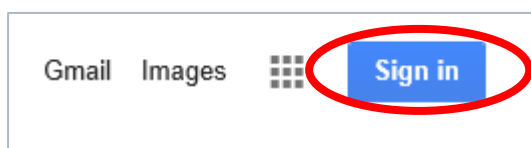
[google-herringham@theglc.org.uk](mailto:google-herringham@theglc.org.uk)

## Signing into your Google Account

1. In your web browser go to [www.google.co.uk](http://www.google.co.uk)



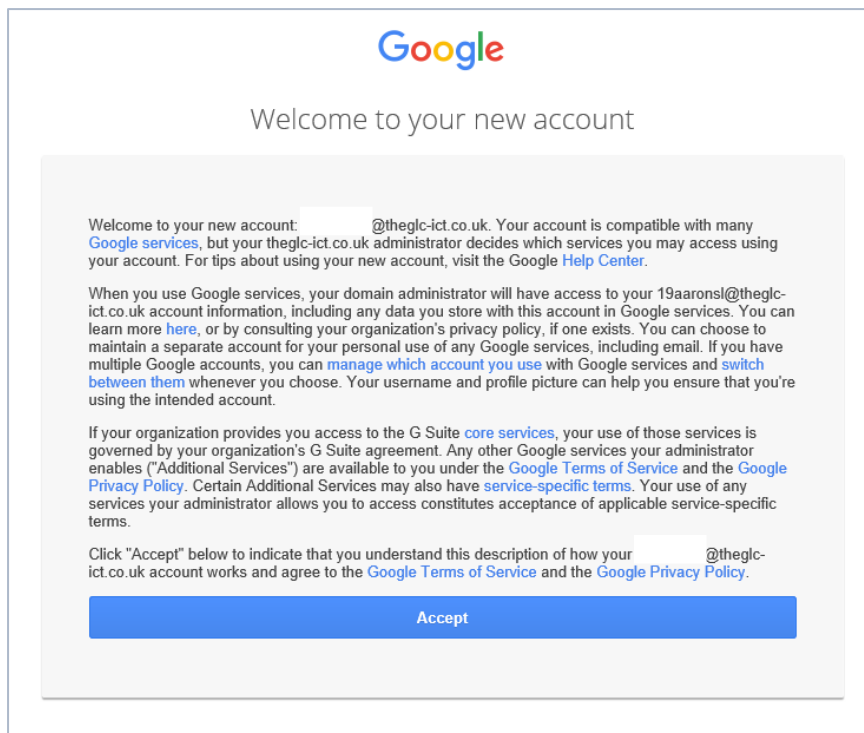
2. Sign in to pupil account using log-in details provided by your school. If a Google account is already signed in, sign out or use a different web browser, i.e. Google Chrome, Mozilla Firefox, Safari, etc.



3. Type in the username email and click Next, then type in the password provided, again press Next.

Two side-by-side screenshots of the Google sign-in process. The left screenshot shows the "Sign in" page with the Google logo, the text "Sign in" and "Use your Google Account", and a text input field for "Email or phone" containing "@theglc-ict.co.uk". Below the field are links for "Forgot email?", "Not your computer? Use InPrivate windows to sign in. Learn more", and "Create account". A blue "Next" button is at the bottom right. The right screenshot shows the "Welcome" page with the Google logo, the text "Welcome", and a dropdown menu showing "@theglc-ict.co.uk". Below is a password input field labeled "Enter your password" with dots for the password and icons for showing/hiding the password. At the bottom are links for "Forgot password?" and a blue "Next" button.

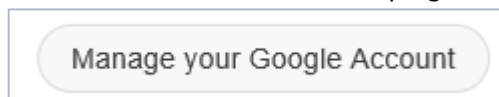
4. You may receive a Welcome message, click Accept.



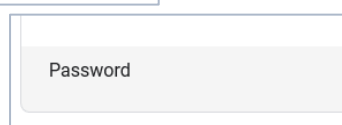
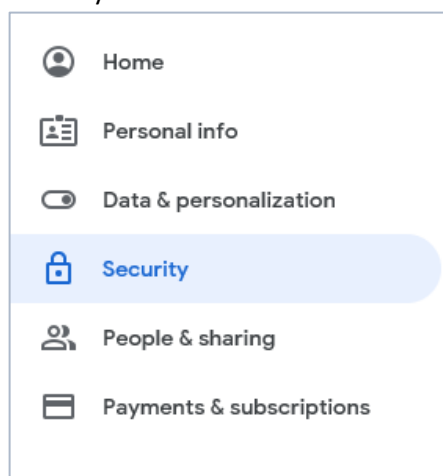
5. Once accepted, you will be redirected to your Google Home page.

## Changing your password for the first time

1. It is recommended that your child changes their password after the first time logging in. To do this click on their initial in the top right hand corner, and go to 'Manage Your Google Account'

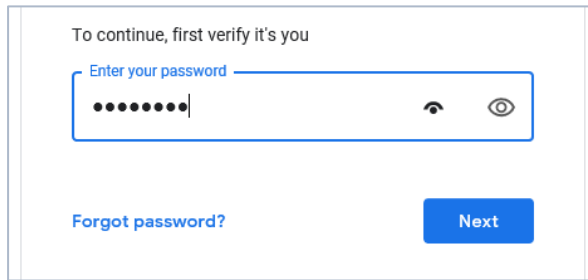


2. A new window will open and give you some options. Navigate to 'Security' on the left hand side of your screen.



3. Click on 'Password'.

4. You will be asked to verify it is you/your child. Type in the password you signed in with and click Next.



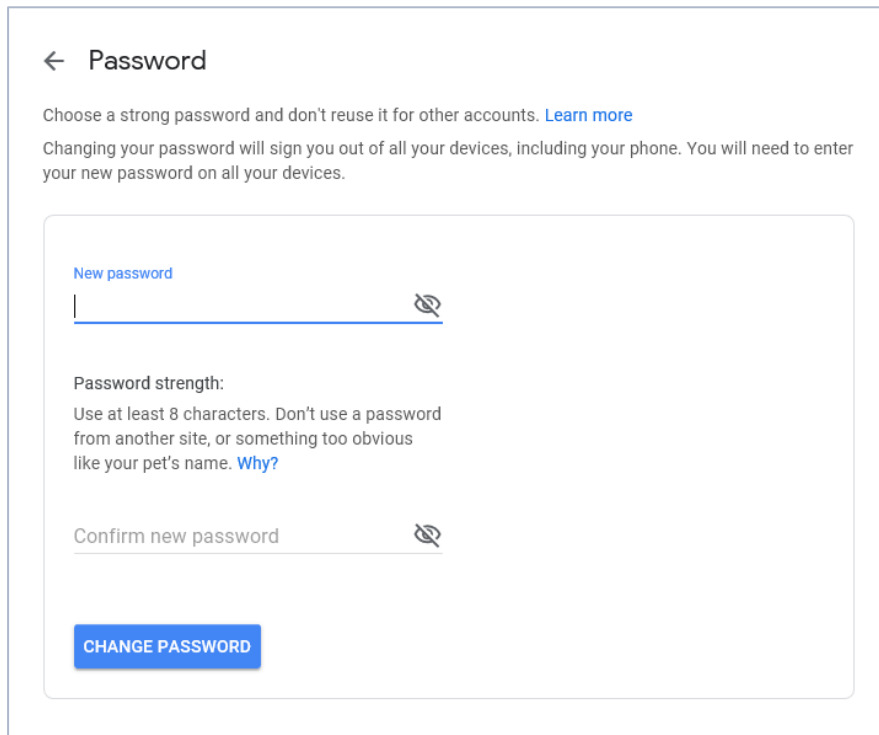
To continue, first verify it's you

Enter your password

.....|

Forgot password? Next

5. You will be taken to a page to change the password. There will be some guidelines for the best password strength, length etc. If followed correctly, your password will change to your preferred password and will remain that until you change it again.



← Password

Choose a strong password and don't reuse it for other accounts. [Learn more](#)

Changing your password will sign you out of all your devices, including your phone. You will need to enter your new password on all your devices.

New password

|

Password strength:

Use at least 8 characters. Don't use a password from another site, or something too obvious like your pet's name. [Why?](#)

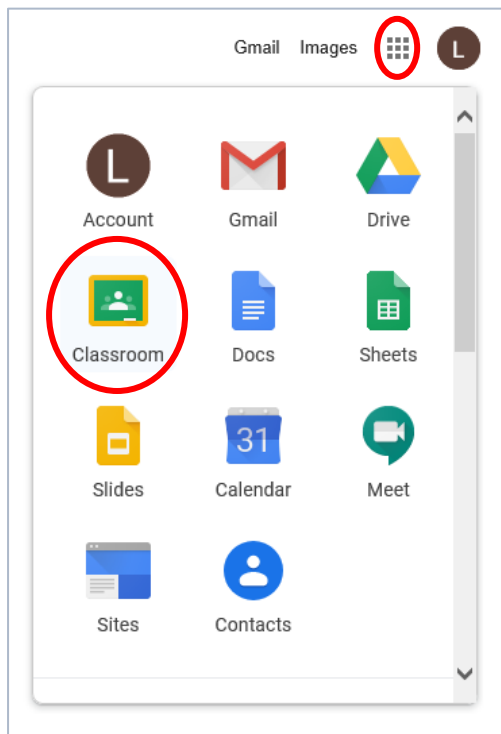
Confirm new password

CHANGE PASSWORD

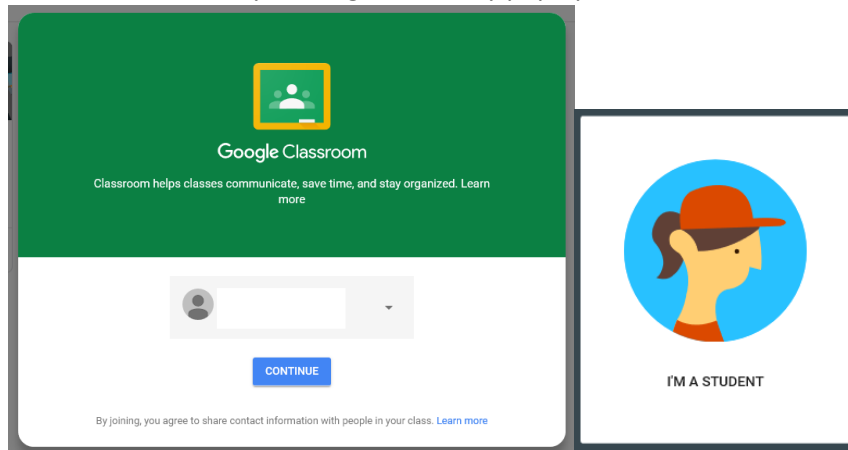
Once changed, close the window/tab to go back to your Google homepage. If this has also closed, type [www.google.co.uk](http://www.google.co.uk) into your web browser. Sign in if you need to, using your new password.

## Accessing Google Classroom Applet

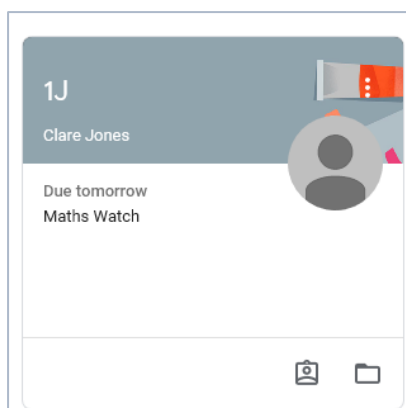
1. In the top right hand corner, locate the Google Apps button, and choose Classroom.



2. Click Continue on any messages that may pop up, and choose 'I'm a student'.



3. You will now be shown any classes that your child is a part of. For most, this will only be 1 class.



You have now successfully signed into your child's Google Classroom Account.