Accessing your G Suite for Education Account at Home

G Suite for Education is a suite of powerful, digital tools within a protected domain. Staff and students are provided access to these tools with personal accounts. Often, access to many features are pre-determined and pre-loaded by the organization's IT department.

These accounts can be accessed from *anywhere, on any device*. However, in order for home access to mirror exactly what students have available to them at school, they always need to access their account through the CHROME browser.

Note: *While you can access G Suite accounts on iPad devices, the steps to set up accounts and obtain access are significantly different. In addition to this, many of the features that support reading and writing will be completely different as well; in some cases, considerably limited or entirely inaccessible.*

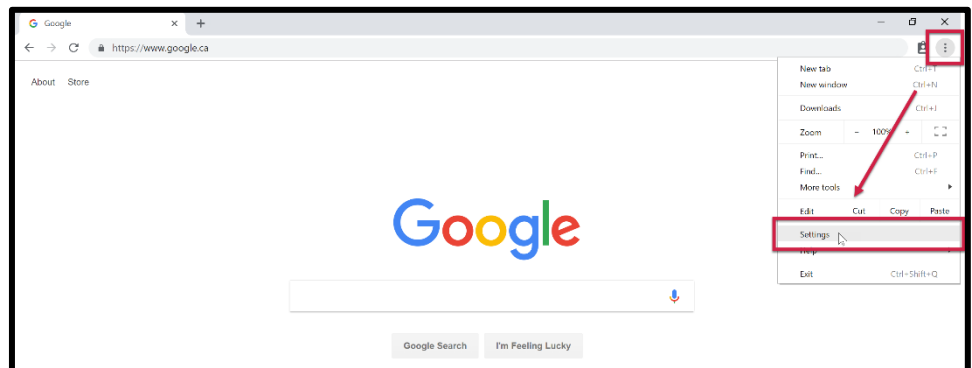## Accessing G Suite for Education Accounts on Chromebooks:

*If you are using a school allocated **Chromebook**, simply log in using the student's school board allocated username and password. If you are using a personal Chromebook, add the student's account using these instructions.*

Accessing G Suite for Education Accounts on PC and Mac devices:
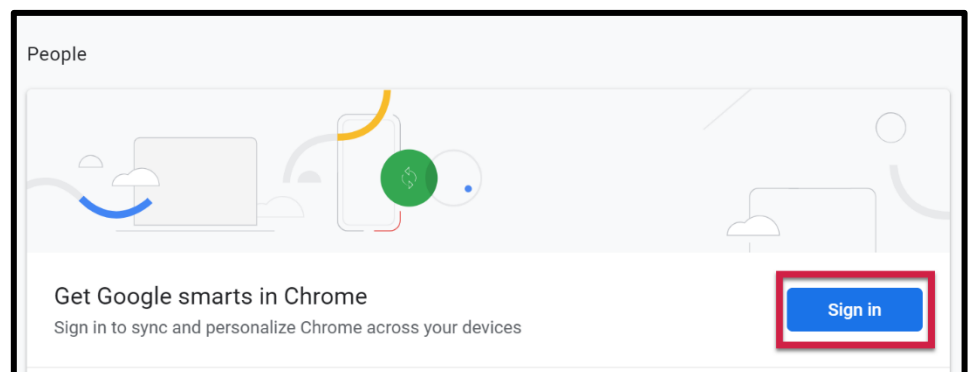
1. Open the Chrome Browser on your device

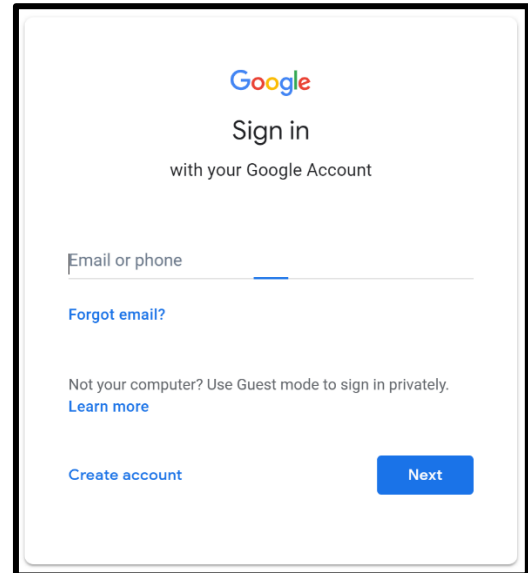2. Select **the 3 dots** in the top right corner of the screen

3. Select **Settings**

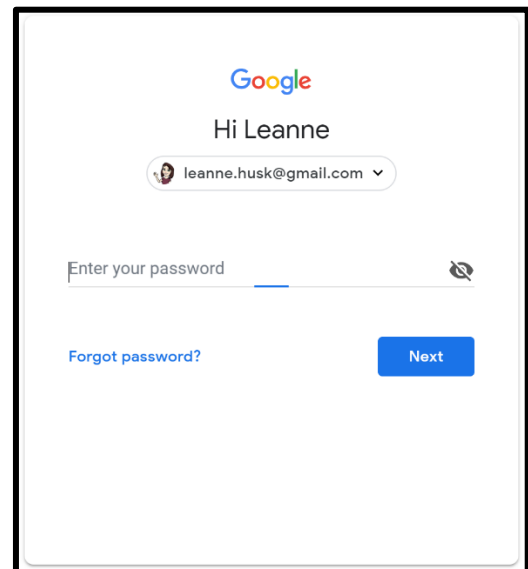4. At the top of the Settings screen, select **Sign in**

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5. Enter the student's username email address [i.e. abc12345@schoolboarddomain.ca]
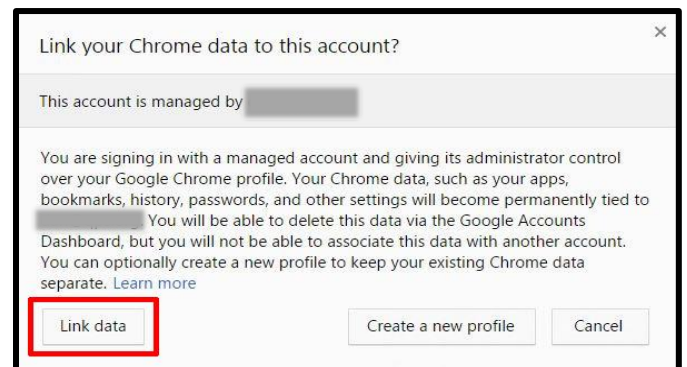
6. Select **Next**

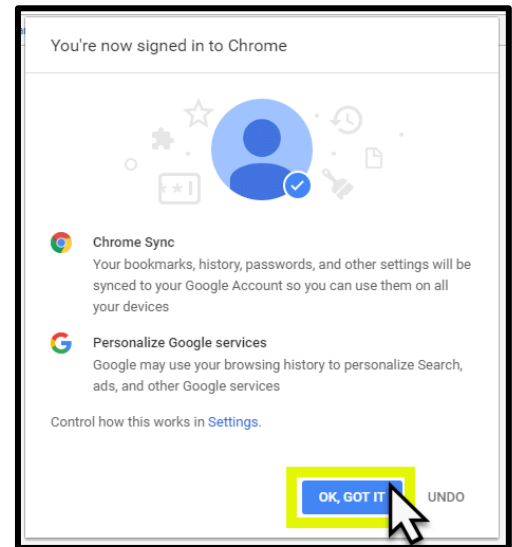7. Enter the student account password

8. Select **Next**

9. The Chrome window will refresh and new window should appear at the top. *It is imperative that the* <mark>LINK DATA</mark> *option is selected at this point.* Failure to do so, will result in all extensions pre-loaded by the board, not being activated for the account.

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10. The page will fully refresh again and extensions will begin populating beside the omnibox; these may take a minute or two to fully load.

extensions

11. A sign in confirmation window will appear when account activation is complete. Select OK, **GOT IT** and close the Settings tab....then start exploring!

If extensions do not populate, select "Turn off" in the Settings tab to disconnect your account, then repeat the process from step 4.

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