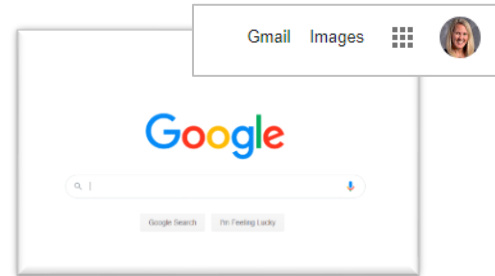




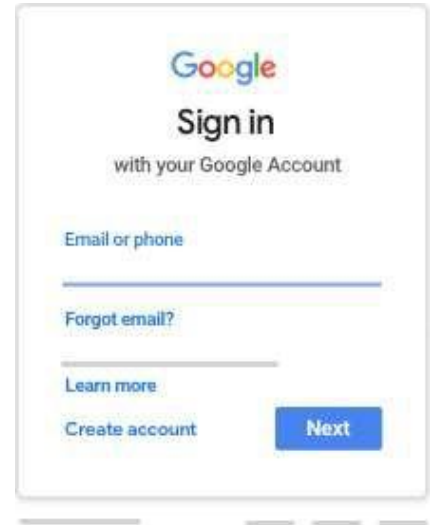
## HOW TO SIGN-IN TO GOOGLE CLASSROOM

1. Go to [google.com](https://www.google.com) and click **SIGN-IN** or click on current profile icon and select add another account.



2. Enter your scholar's email and click **Next**.  
([Firstname.StudentID@hastudents.us](mailto:Firstname.StudentID@hastudents.us))

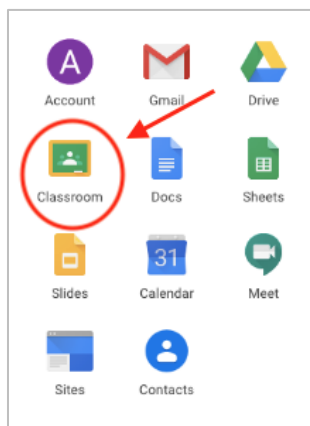
- First letter of name is CAPITALIZED.
- Only the first eight characters are allowed for the first name. (For example, if your name is Johnathan, your ID will be Johnatha.STUDENTID@hastudents.us).
- The student ID can be found in PowerSchool or on your scholar's schedule.
- The email ends in **.US** NOT **.COM**



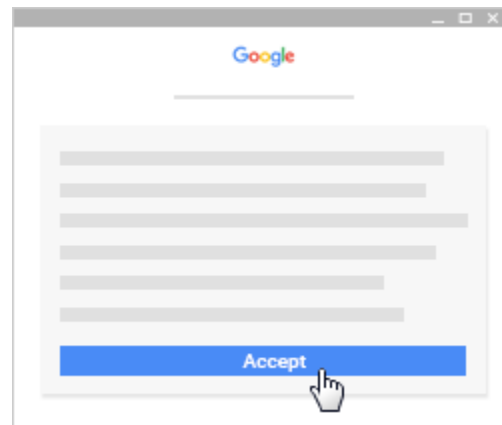
3. Enter your password and click **Next**. For the first time, the password is Student1 with a CAPITAL S.



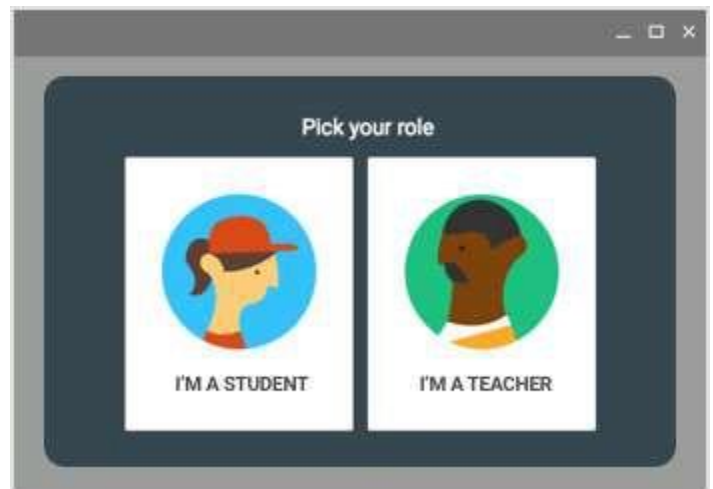
4. Once logged in, click the “waffle menu” in the top right and it will pull up a menu of options. **Click on Google Classroom.**



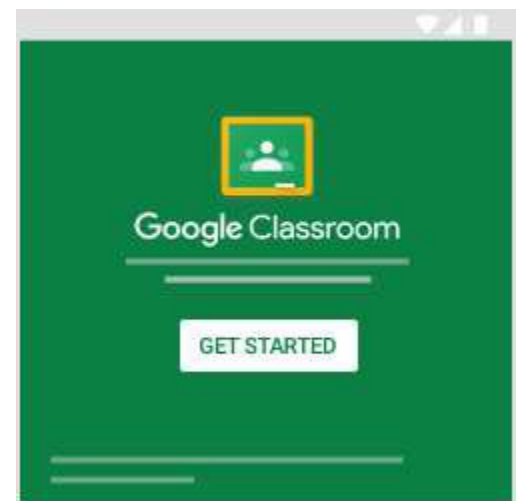
5. If there is a welcome message, read it and click **Accept**.



6. Click **I'm A Student** or **I'm A Teacher**.  
**Note:** Users with personal Google Accounts won't see this option.



7. Click **Get Started**.



## 8. **JOIN A CLASS**

You have two ways to join a class:

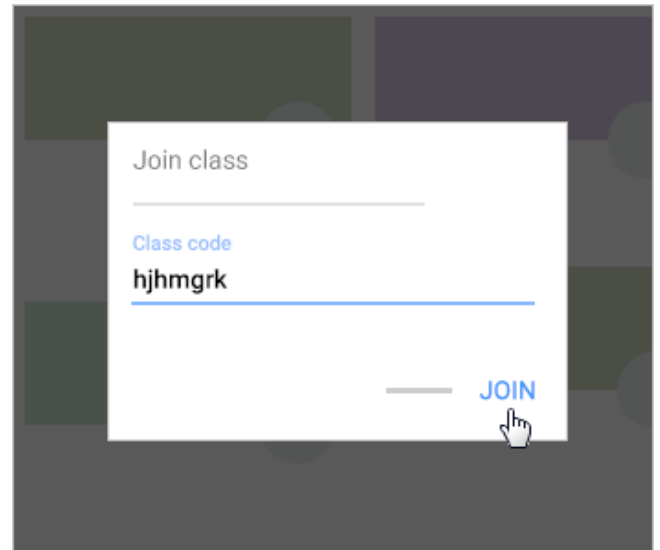
- **Join a class with a class code**—If your teacher gives you a class code, use this code to add yourself to the class. Your teacher might give you the code while you're in class or email it to you.
- **ACCEPT AN INVITATION FROM YOUR TEACHER**—If your teacher sends you an invitation, you'll see **Join** on the class card on your Classroom homepage.

## A. JOIN A CLASS WITH A CLASS CODE

1. Go to [classroom.google.com](https://classroom.google.com) and SIGN-IN. Unsure if you're signed in? Learn more about [how to sign in to Classroom](#).
2. At the top, click Add + > **Join class**.



3. Enter the class code your teacher gave you and click **Join**.  
A class code consists of 6 or 7 letters or numbers.



### Forgot or lost the class code? Code won't work?

If you deleted, lost, or forgot the class code before joining a class, ask your teacher to resend the code or set a new one. If the code isn't working, ask your teacher for help.

**Note:** You only use the class code once to join the class. You are then enrolled in the class, and you don't need to re-use the code again.

## B. ACCEPT AN INVITATION FROM YOUR TEACHER

1. Go to [classroom.google.com](https://classroom.google.com) and SIGN-IN. Unsure if you're signed in? Learn more about [how to sign in to Classroom](#).
2. On the class card, click **Join**.

