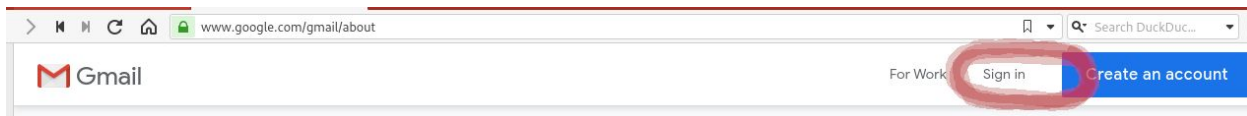


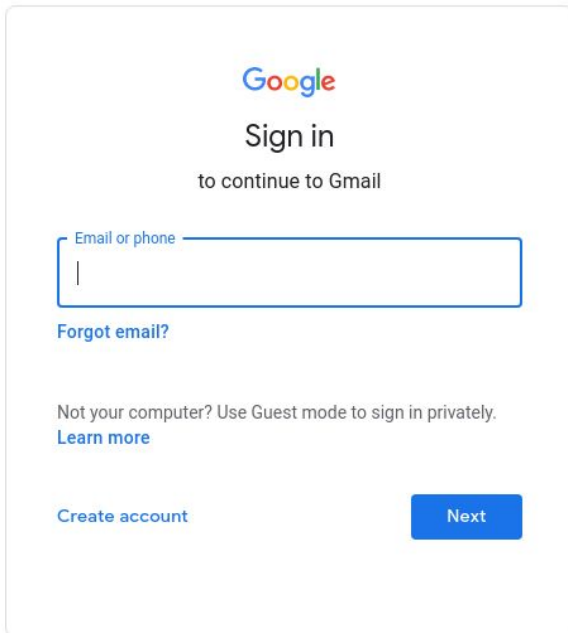
Using Your Google Account

Gmail

Type in gmail.com to your Web Browser and select the 'Sign in' option at the top of the screen.



The login screen looks like this

A screenshot of the Gmail sign-in screen. At the top is the Google logo, followed by the text 'Sign in to continue to Gmail'. Below this is a text input field with the placeholder text 'Email or phone'. Underneath the input field is a link that says 'Forgot email?'. Further down, there is a link that says 'Not your computer? Use Guest mode to sign in privately. Learn more'. At the bottom of the screen, there are two buttons: 'Create account' on the left and 'Next' on the right.

Type in your Google Account Email Address as

firstname.studentID#@hastudents.us
EXAMPLE: bill.9112001@hastudents.us

The password for this is the same password used to log in to the computers on campus.

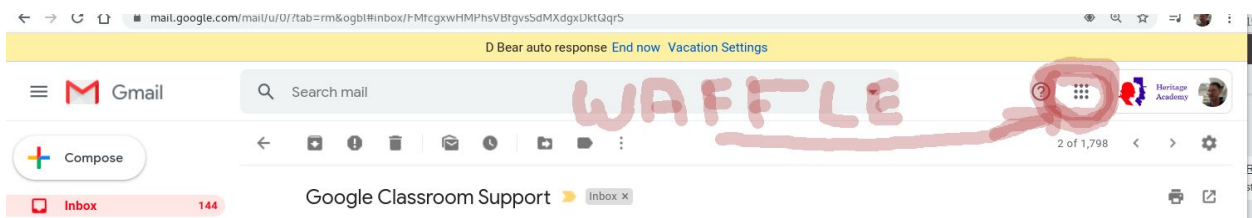
If you have forgotten your password, please fill out this form

https://docs.google.com/forms/d/e/1FAIpQLSeylYEB5T_luwzgmBRu2UMwnvm510pbEYdY-9camOiK7x_0zQ/viewform

ALLOW 24 HOURS FOR PASSWORD RESET.

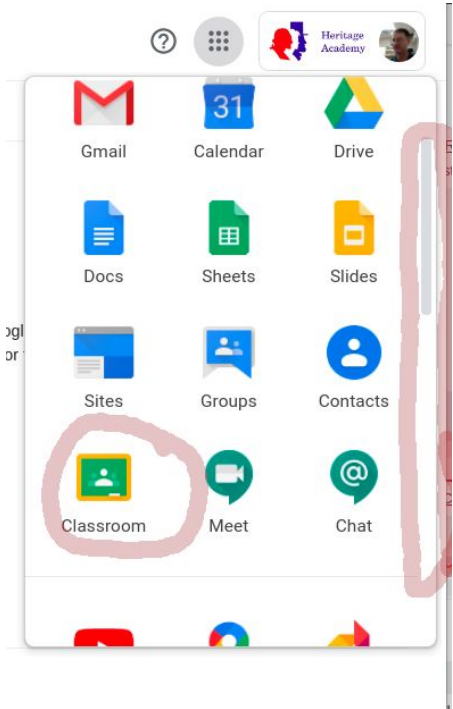
Using Google Classroom

Once you have successfully logged in to GMAIL, Google will grant you access to all the Google Suite of Applications for Heritage. In order to use the Google Classroom, click on the Waffle button at the top right of your browser window



Select the Classroom icon from the list that drops down. You may need to scroll through a few apps to find the Classroom.

The Waffle



Many times scholars will be sent a link to a Google Classroom. More information can be seen on the following video. <https://www.youtube.com/watch?v=xfgqtCi7hdo>

Sign Out

Students should always LOG OUT of the Google Suite before letting another person use the computer. This is very important for scholars who share a computer with another person.

Your Device and Internet

You may use the Google Classroom from any computer or smart phone. Internet access is required. If you do not have access to the internet from a home computer, a smart phone may work. However, we recommend using a computer. If you do not have access to the Internet from home, there are companies offering home internet service during the COVID-19 crisis.

Please note that Heritage Academy does not have any direct relationship with Charter and cannot help with setup.

Additional Resources

https://www.youtube.com/results?search_query=using+google+classroom+from+a+smartphone+

https://www.youtube.com/results?search_query=how+to+sign+out+of+google+account