



Saints Philip and James RC Church
Religious Education Department
One Carow Place, St. James NY 11780

Setting up account to use SSPJ Google Classroom

First Time Users with Google:



Google Chrome must first be installed on your computer!

In order for Google Classrooms to work properly, you must have Google Chrome (internet browser) installed on your PC. If you do not have chrome installed, using your existing internet browser, go to the following website for download <https://www.google.com/chrome/>

Once you've navigated to Google Chrome's webpage you'll see the icon that looks like this

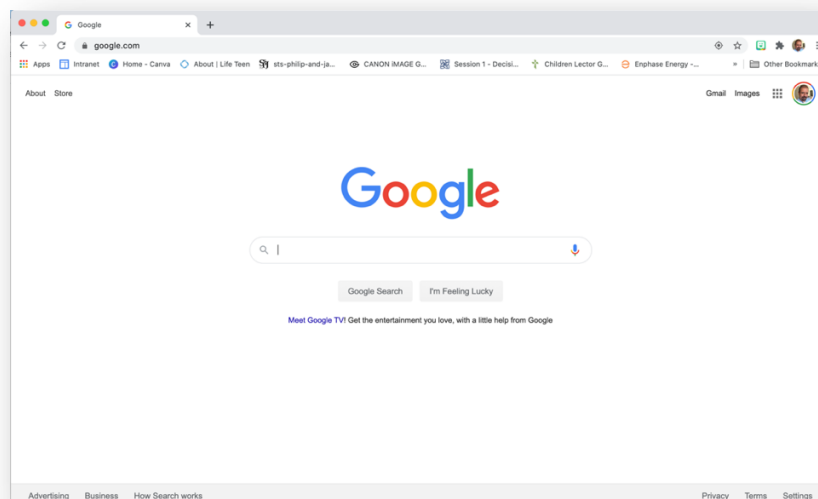
Download Chrome

Press the icon on your computer to download the application, and then follow the instructions that follow. Once Google is installed you'll see their icon positioned on your desktop. Google Chrome icon looks like this.



Press the icon to launch browser.

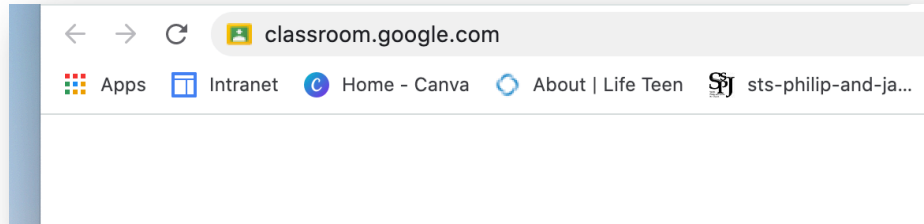
When launched, you should see the following webpage that looks like this (below)



Next, we have to login into Google Classroom.

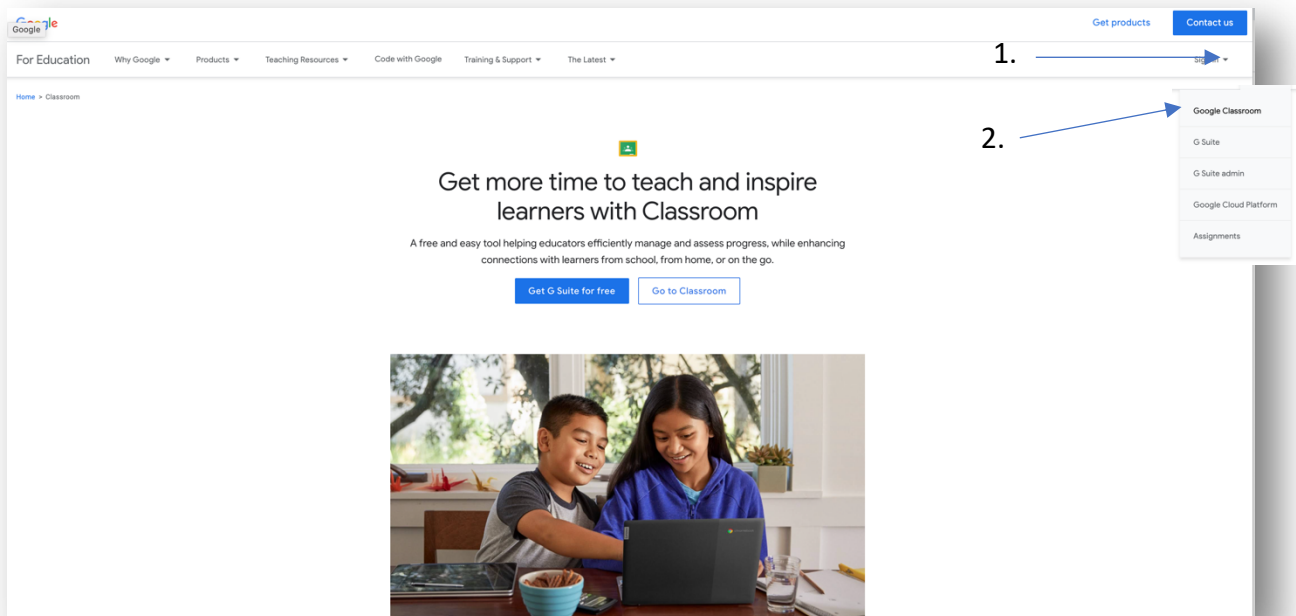
In the browser's address bar (found in the upper left-hand corner), type in this address...

classroom.google.com
(and then hit Enter/Return key on keyboard)



That will now direct you to the Google Classroom set-up.

1. Hover mouse over “Sign in” (right hand side of screen) and then
2. Click on “Google Classroom”



Next, you will put in the email address that was assigned to you (found on the religious education books) or email to you from Sts. Philip and James Religious Education Department in the field that reads “Email or phone”. When completed, hit the NEXT button

The image shows the Google Sign in page. At the top is the Google logo, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". A blue box highlights this field, with an arrow pointing to it from a callout box that says "Enter the SSPJ email address assigned to you, in this section." Below the input field is a link "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a link "Learn more". At the bottom left is a link "Create account", and at the bottom right is a blue button labeled "Next". An arrow points from a callout box that says "Click the 'Next button' below." to the "Next" button. At the very bottom of the page are links for "English (United States)", "Help", "Privacy", and "Terms".

Enter the **password** that was given to you by the SSPJ Religious Education Office.

The image shows the Google Welcome screen. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "re_marydemo02@sspj.org". Below the dropdown is a text input field labeled "Enter your password". A blue box highlights this field, with an arrow pointing to it from a callout box that says "Enter the SSPJ PASSWORD assigned to you, in this section." To the right of the input field is an "eye" icon. A callout box with the text "(click and hold down 'eye' to verify it has been entered correctly. Passwords are CASE Sensitive)" has an arrow pointing to the eye icon. Below the input field is a link "Forgot password?". At the bottom right is a blue button labeled "Next". An arrow points from a callout box that says "Click the 'Next button' below." to the "Next" button. At the very bottom of the page are links for "English (United States)", "Help", "Privacy", and "Terms".

Once entered correctly, Google will ask you to **change your password**. PLEASE WRITE YOUR PASSWORD in a safe location. If you forget your password it will have to be reset by the Google Classroom Administrator for SSPJ.



Welcome to your new account

Welcome to your new account: re_bethdemo01@sspj.org. Your account is compatible with many [Google services](#), but your sspj.org administrator decides which services you may access using your account. For tips about using your new account, visit the Google [Help Center](#).

When you use Google services, your domain administrator will have access to your re_bethdemo01@sspj.org account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

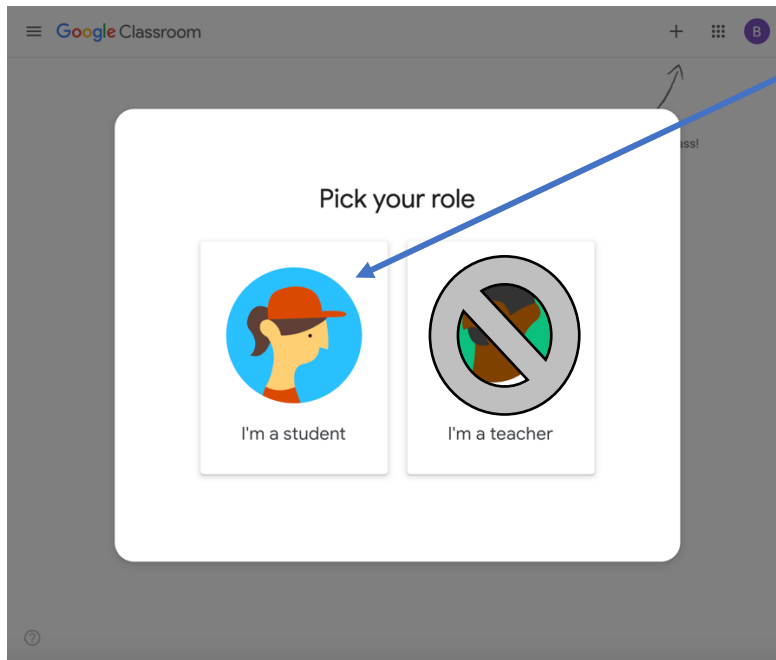
Click "Accept" below to indicate that you understand this description of how your re_bethdemo01@sspj.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

SUCCESS!

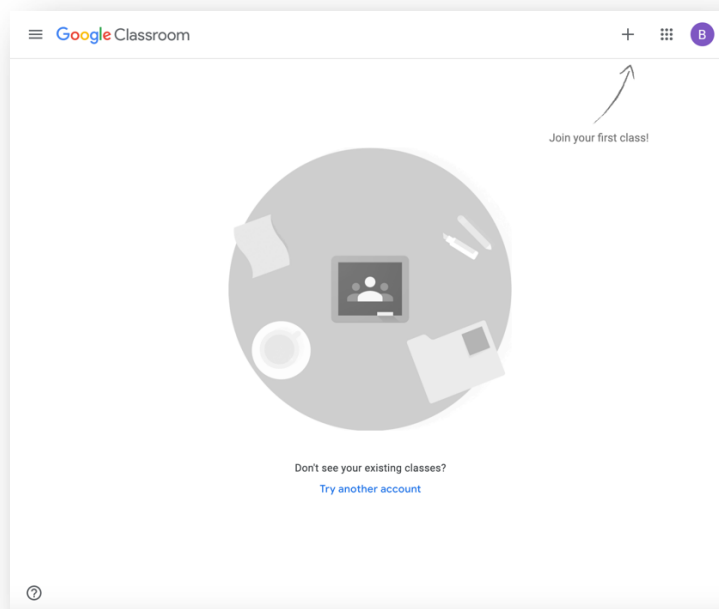
**Press the "Accept" button and change your password.
Make sure you right it down in a safe place.**

After you have entered your new password correctly, TWICE,
it will bring you to your first google classroom screen.

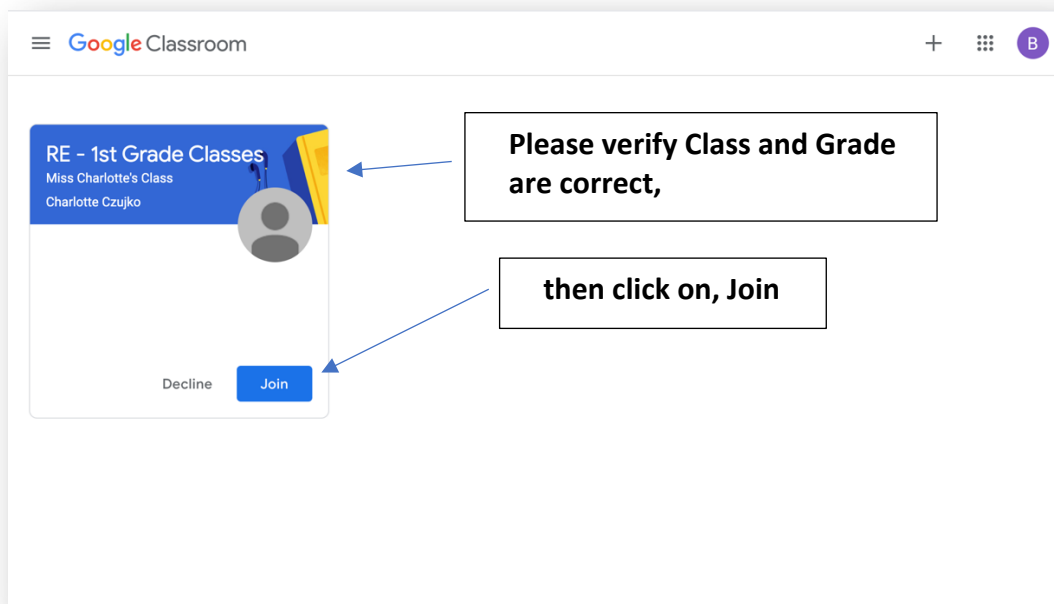


1. Choose "I'm a Student"

***If your enrollment was delayed at SSPJ at the time you logged in, your screen may appear to look like the one below, **no worries**. We have experienced delays with Google when on-boarding new students, this may take 24 hours to correct. However, be sure to save your login and return to the page to verify the status has been corrected within 24 hours. If it has not corrected itself, please contact the Religious Education Office, and describe the problem with them.



If you were **successful**, your first screen should look like this.



CONGRATULATION!! You have joined the Class. The next time you enter Google classrooms, it should automatically take you to this screen.

