

# How to Sign In to your Google Account from Home

The great thing about your Google Account is that you can access it from any device that has a connection to the internet (remember your work is saved in the cloud, not on the device itself!)

Follow these steps to sign in from home.

Open your internet browser - Chrome will work best because it is a Google app talking to Google apps - but you can access from Safari, Firefox, Internet Explorer and Microsoft Edge.



Google Chrome



Safari



Firefox



Internet Explorer



Microsoft Edge

Search for Google Drive or if you are using Chrome, click on the 'box of boxes' to open Google Apps and select Google Drive.



Drive

Google  
Sign in  
Use your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

[Create account](#) [Next](#)

Sign in to your Google Account using your school email (first name then first initial of your last name, all lower case and with no spaces @allenton.school.nz) and click Next. Then enter your password (allenton2020 followed by your Room number with no spaces).

Google  
Welcome  
Your email address will appear here

Enter your password

[Forgot password?](#) [Next](#)

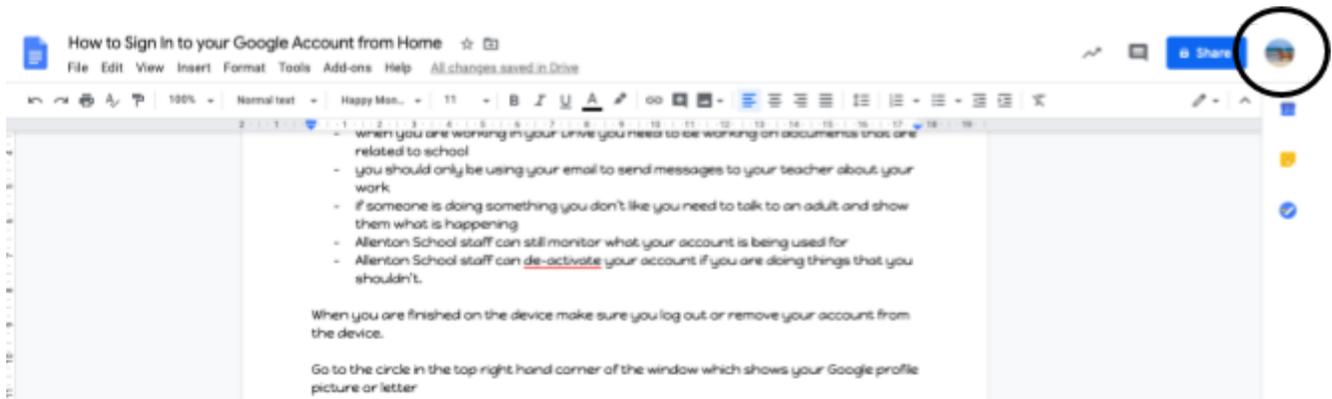
You will now see your normal bookmarks across the top and you will be able to open your Drive and see your documents.

Remember . . .

- be a good Digital Citizen (do amazing things, wow us and show us what you can do!)
- when you are working in your Drive you need to be working on documents that are related to school
- you should only be using your email to send messages to your teacher about your work
- if someone is doing something you don't like you need to talk to an adult and show them what is happening
- Allenton School staff can still monitor what your account is being used for
- Allenton School staff can disable your account if you are doing things that you shouldn't.

When you are finished on the device make sure you log out or remove your account from the device.

Go to the circle in the top right hand corner of the window which shows your Google profile picture or letter.



Click this and select Sign out of all accounts. This will remove your account from that browser/device. This will mean that someone else cannot access your Drive or your documents.

