1st Library Trip – School Account

* To create a “school account” – you will need your student schedule, which, by the way, should be taped down in your planner book. You should also take a picture of it to save on your phone.
* Your USER name is the first 4 letters of your last name, followed by the last 4 numbers of your student ID. For example, mine would be “grin2345.
* Your PW is the last 4 numbers in your Permanent ID number. This is on your class schedule.

GOOGLE ACCOUNT

* Your school Google account has the same “user” name, but is written like an email address. Example:

[grin2345@eduhsd.k12.ca.us](mailto:grin2345@eduhsd.k12.ca.us)

* Your PW is the same as your school account.

CREATE A FOLDER TREE FOR BOTH ACCOUNTS

* Go to START menu and click on Computer.
* You will see C drive and the account with your name and ID# will be listed there.
* Right click on your account name and slide down to where you see NEW. Slide to the right until you see ‘Folder’ and click on that.
* In the new folder box type in 2014-15 and hit ENTER
* Right click on the 2014-15 and add a new folder that will be listed under the year. Name it Health. Create a folder for all your classes this year. It will look like this:

2014-15

Health

English

PE

Etc…

Continue until you have a folder for every class this year.