

# Google Apps for Education – Student Accounts

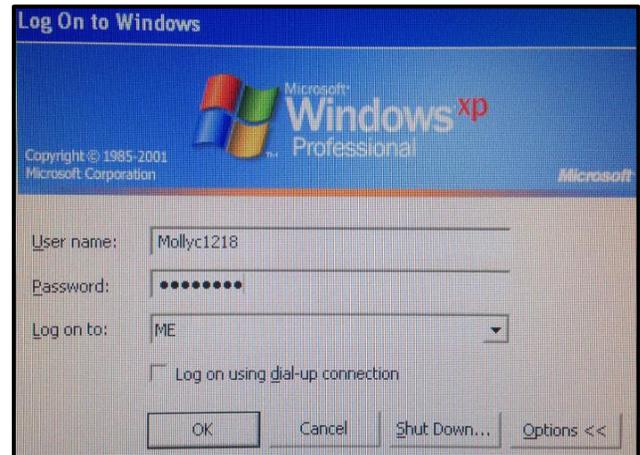
The first time students log into their TPS student Google account, they must be on a **school computer** on and on the **ME Domain**.

## Step One: Sign into Computer

**User name:** first name, last initial, and your four digit Birthday (month-month-day-day)

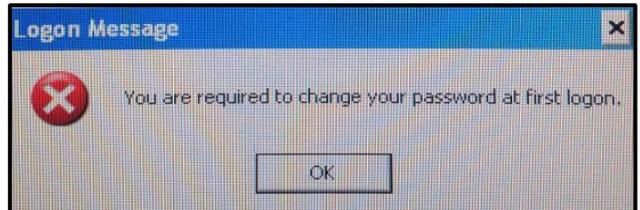
**Password:** capitalized first initial, lower case last initial, and student ID

**Log on to:** ME



## Step Two: Change Password

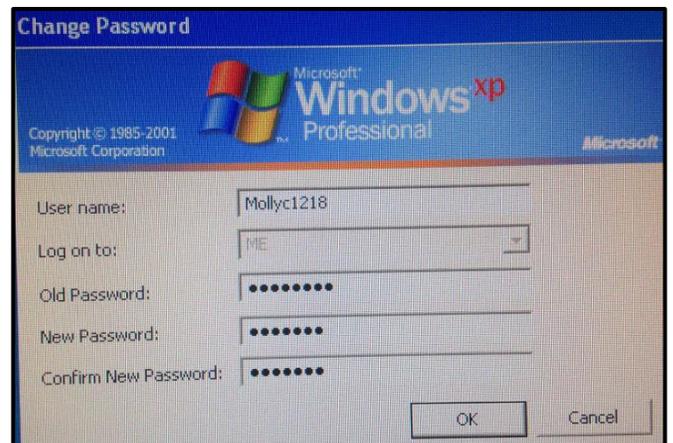
Click OK



Type in old password again, and then create a new password. Make sure the password is something you will remember, but not easily figured out by your peers. Then Click **OK**

Your Password must contain at least:

- At Least 6 Characters
- At Least 1 Capital Letter **OR**
- At Least 1 Special Character (Number or Punctuation)



## Step Three: Sign into Google

Go to <http://www.google.com> and click on Sign in in the upper right hand corner of the screen.



**User name:** first name, last initial, and your four digit Birthday (month-month-day-day) @student.k12.tulsaschools.org

**Password:** Whatever you changed your password to

**Uncheck** the box to Stay Signed in

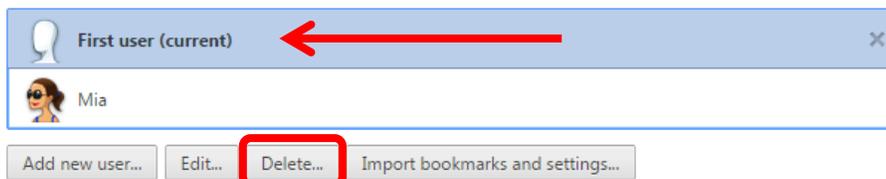
Congratulations! You are now logged into your TPS Google for Education account! You now have access to Google Drive, Calendar, Classroom, and Chrome Apps and Extensions!

### Step Four: Log off Google

Go to the **Customize and Control Google Chrome** Button in the upper right hand corner of the screen and choose Settings

Scroll Down to the **User** section, and delete yourself from this computer. Anytime you sign into Google on a public computer (or any computer you share with someone else,) you will want to make sure you do this!

Users



### Step Five: Log off the Computer

**\*STUDENTS DO NOT SIGN INTO ANY COMPUTER USING GOOGLE CREDENTIALS AGAIN. INSTEAD, USE THE NORMAL STUDENT LOGIN INFORMATION.**

Student should now be able to go to any computer, sign into the computer using xxxstudent (xxx=SchoolCode) and password, then go to Google and sign in using your google information and your new password.

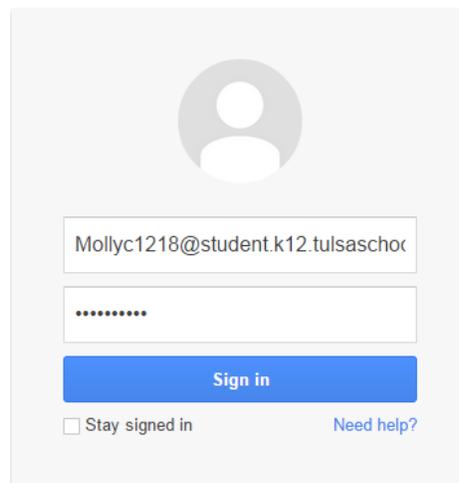
### Step Six: Go Google

When you sign into Google, you may be prompted to change your password again. You can now sign into Google on any computer, tablet, or smartphone.

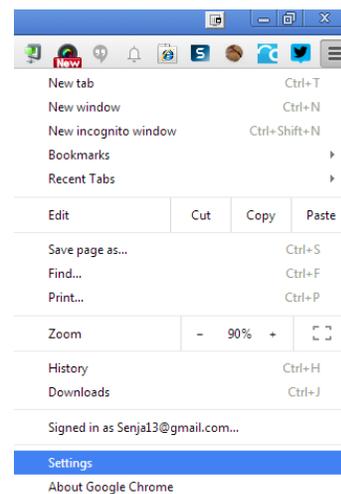
If you forget your password, you will need to have your teacher contact the TPS Service Desk

# One account. All of Google.

Sign in with your Google Account



Create an account



Please change your password

Please choose a new password to finish signing in.  
Read some tips on creating a secure password.

New password

Re-enter new password

Change password