

Welcome to



G Suite For Education



1. The first thing that you need to do is go the google classroom sign in page. You can google this or simply go to: <https://classroom.google.com>

Here you will see this screen →→→

2. Where it says email or phone please input your child's **first name** and the **first letter of their surname**

followed by

@stursulascatholicfederation.co.uk

(this is the same username that the junior children use in school)

Specific children have been emailed usernames due to them having the same initials as another child in the school. Parents please check your email account before logging in.

NB: If you have double barrelled first name please just use the first part of the name e.g. Mary-Anne just use Mary

3. For Example, I am going to log in as

| First Name | Surname |
|------------|---------|
| Blue | Sky |

And then press next

Google
Sign in
Continue to Gmail

Email or phone

[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in.
[Learn more](#)

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

Google
Sign in
Use your Google Account

Email or phone

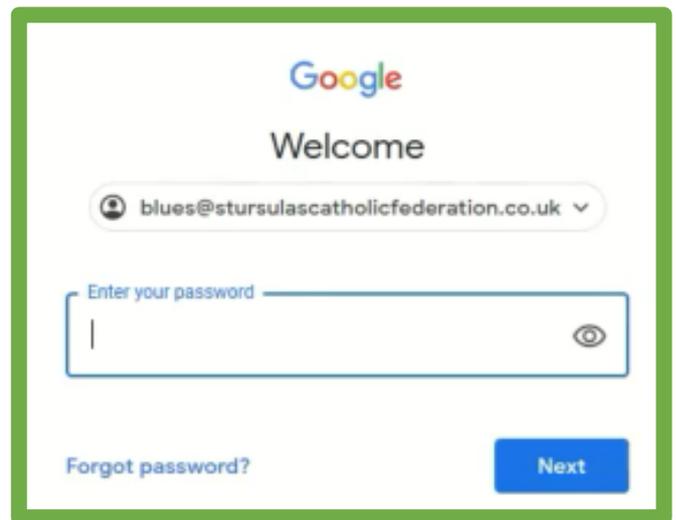
[Forgot email?](#)

Not your computer? Use InPrivate windows to sign in.
[Learn more](#)

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

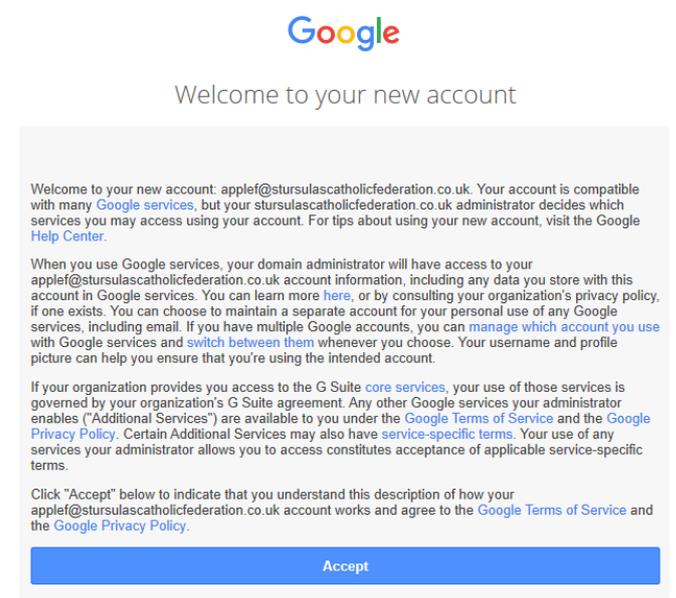
4. You will then be taken to this screen where you will be prompted to enter a password.

Your password is:
stur1234

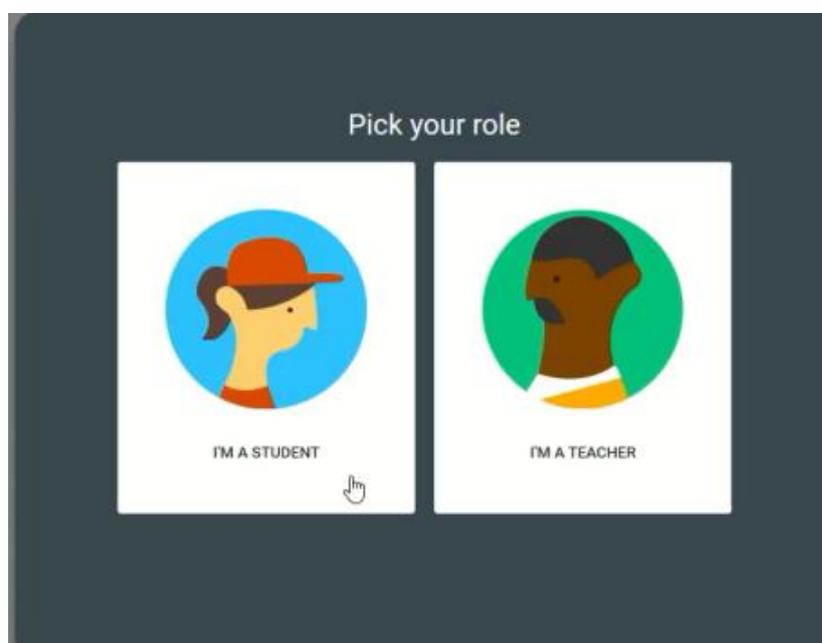


5. If you have successfully signed in you will see this:

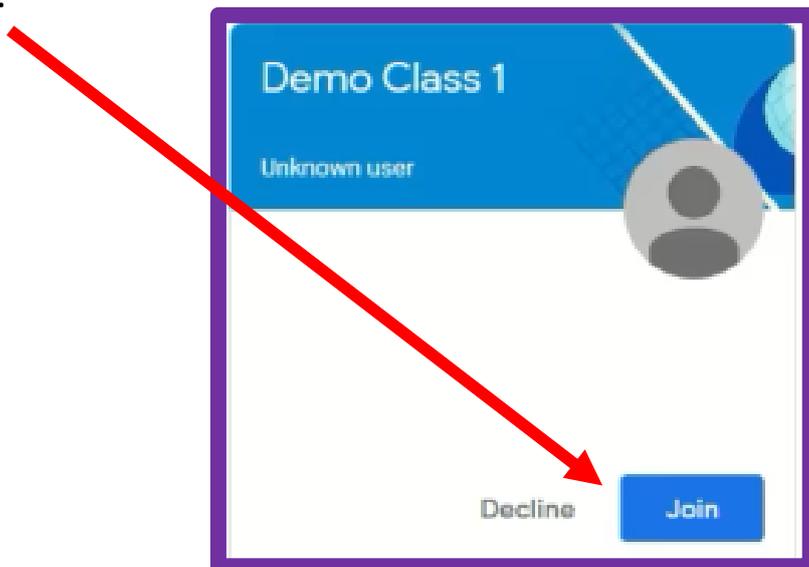
If you are comfortable to, once you press accept you will be taken to your child's classroom page.



6. Once you are in your classroom you will then need to confirm that you are a student.



7. You should then see your classroom. If you select your class you will then be able to access the work your class teacher has set you by selecting JOIN.



Google classroom also has a very functional app that is free to download and log in to. I would recommend downloading the Google Classroom, Google Docs and Google Forms apps to aid your child in completing the work set.

Your child's username will be saved into the app or onto your computer automatically and multiple usernames can be saved on one device. This means that when you do log in you will only need to input the password. (see below for guidance)

Have fun and we look forward to seeing what you are up to and the hard work that you are completing!

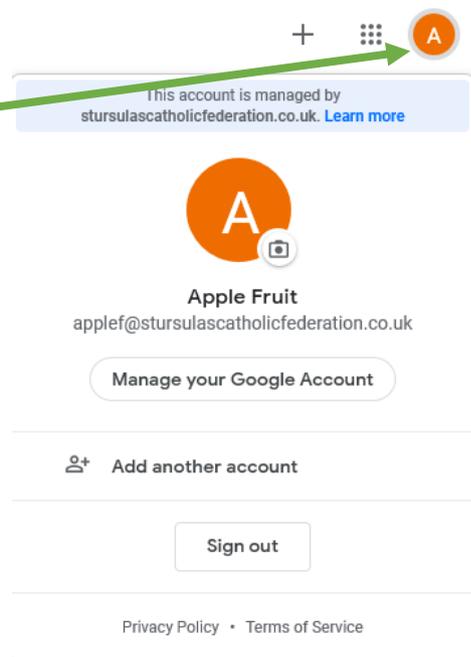
Best wishes,

Miss Gilligan

Switch User – Computer view

If you click on your initial on the top right of the page you will see other accounts.

The icon is found in a similar location on the app however you need to select classes from the menu on the left hand side to see the home screen before you can change accounts.



If you have any issues, please **do not** phone the school office.

Please contact:

support@stursulascatholicfederation.co.uk

We will be able to reply between the hours of 9am and 3.30pm.

Please note that this support email should **only** be used for those who are having issues logging into their accounts.