

## **ACCOUNT ACTIVATION PROCEDURE**

Our school institute adopts the **G Suite for Education**, an integrated Google brand platform that allows you to communicate and manage digital content with great simplicity and flexibility. Google applications guarantee security and confidentiality, connection and interoperability, facilitated communication between teachers and students.

All students have access to a range of services, including:

- **personal email**, .....with unlimited storage space; the emails will be set up in order to limit the exchange within the organization (students and teachers);
- **Google Drive**, which allows you to store all types of files online, without space limitations;
- **Google Classroom**, to have a virtual classroom in which to actively work and receive additional material from teachers;
- **Google Hangouts Meet**, students and parents must know, however, when they **receive their login credentials** that the services offered are **EXCLUSIVELY** for school and educational use. To activate the account, students must log in from the Google page in their browser and click on the blue Login button in the upper right corner. The login credentials are for all of the following.

Username: .....

Password:

At the first login you will have to change the password. The change of password is configured as acceptance of the regulation and having read the information.

### **INSTRUCTIONS**

1. Access the google start page <https://www.google.it>
2. Click on login (see red arrow)
3. Enter the student's credentials (remove spaces from the names and surnames composed and remove the special characters. For example:

replace the character ò with o)

4. Enter the login password. At the first access, the password will be for everyone

5. Read and accept the contract

6. You will be asked to enter a new password. The password must be confirmed in the box below. It is recommended to use a password with at least 8 alphanumeric characters, at least one number, one upper case character and one symbol). Remember that the password is personal and therefore must not be communicated outside the family environment.

7. The first time you login, you will access your personal gmail page

8. To access the applications indicated by the teachers, click on the dots at the top right (see red arrow).