



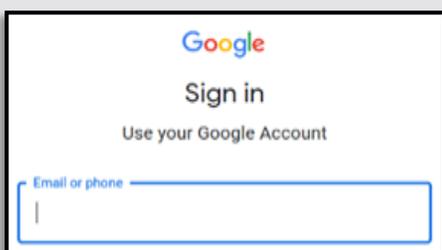
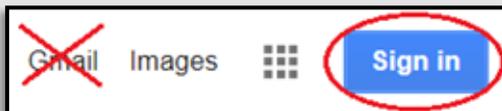
DONNA ISD GOOGLE ACCOUNTS

Instructions & Troubleshooting Tips

STEPS TO ACCESS YOUR DONNA ISD GOOGLE ACCOUNT

1 **Navigate** to the Google website and click on the “Sign In” button. (Gmail is not available with a district Google account. Do not press it.)

www.google.com

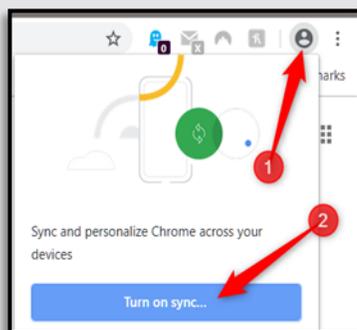


2 Enter your district email address at the next screen.



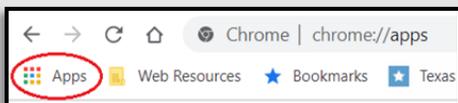
*If this is the first time logging into your district Google account, enter the initial password of **donnaisd2018** on the next screen.*

If successfully logged in, you will see your **initial in a circle** at the top right corner area and have access to all of the **Google apps**.



3 Sync your district Google account with the Google web browser on the current computer being used. You will repeat this process on other devices or computers you wish to sync bookmarks, extensions, and

To access apps that have been installed by Donna ISD to your Google account, click on the Apps menu on the left side of the address bar and bookmarks bar. You will see programs like Google Classroom, Padlet, Edpuzzle, Mirriam-Webster Dictionary, and Classroomscreen.



TROUBLESHOOTING TIPS

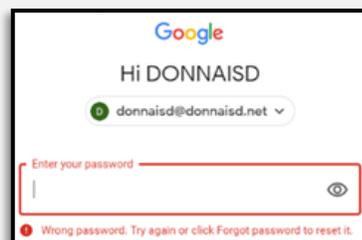
COULDN'T FIND YOUR GOOGLE ACCOUNT

If you receive the message “Couldn't find your Google Account” when you log in, this means that your **account does not exist**. You will need to **contact the Technology Dept.** to get an account created.



WRONG PASSWORD

If you receive the message “Wrong password. Try again or click Forgot password to reset it”, this means that you probably **forgot your password** after you changed it once before. You will need to **contact the Technology Dept.** to get the password reset. The Forgot password link will not work.



CALL THE TECHNOLOGY DEPT. 464-1660 WITH QUESTIONS