# Activating Your Google Account in DJUSD for District Staff

There are two easy steps to becoming connected to your DJUSD Google account. You may do these steps from any computer *on the DJUSD network* (not from home) to which you are logged into your DJUSD user account.

Step 1:

Change your district password. This step triggers the network to create your Google account within the district domain. To change your password, press the key combination **Ctrl-Alt-Delete** which brings up the following selections:
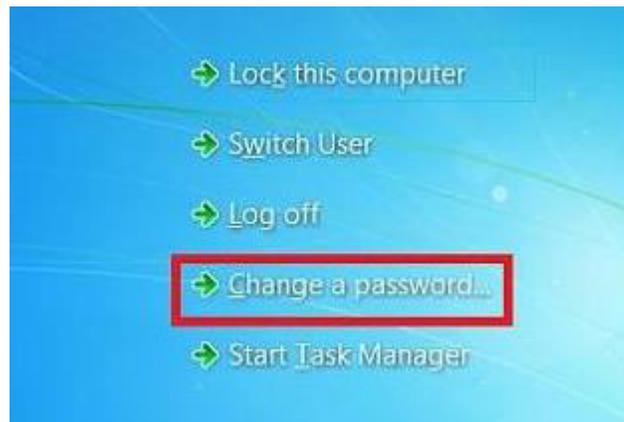
Select *Change a password* and follow the instructions. Your password needs to be at least 8 characters long, contain at least one of each upper and lower case letters, plus at least one special character (@#$%^&*<>) or punctuation mark (;:,.).
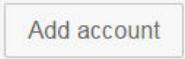
Step 2:

Open the Chrome browser by double-clicking the icon located on your desktop.

Navigate to https://www.google.com. In the upper right-hand corner, click **Sign in**

Enter your district username and new district password and click **Sign In**. That's it!

Once logged into Google, find available Apps by clicking on the "waffle" app chooser icon: ▦

Tip: Once logged in, by clicking your account icon, you will see the option to **Add account** Click this icon to add a personal Google (Gmail) account to your browser. This will give you access to your personal Drive files and other Google services you currently enjoy. You may then "share" files between your personal and district Google accounts. [This feature is not available to students.]