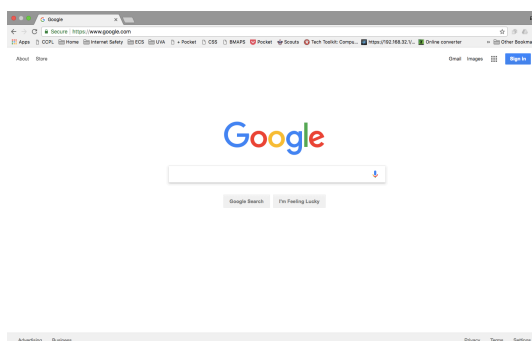


Epiphany Catholic School, a Christ-centered environment, is dedicated to developing the whole child through academic excellence and nourishing servant leaders in the footsteps of Jesus.

Accessing Your Epiphany GSuite Account at Home

Open your Web browser (Chrome, Firefox, Safari), go to [google.com](https://www.google.com).

Google's Sign In screen, which is the screen you use to sign in to all of Google's applications.



Click the Blue SIGN IN in the top right corner.

Type in your full Google address and password.

(First Initial of First Name, Full Last Name) Erin Sherry = esherry

[@epiphanycatholicschool.org](mailto:esherry@epiphanycatholicschool.org)

If you want your browser to automatically log you in each time you visit Google Drive, check the Stay Signed In box.

Click Sign In.

*If you have multiple Google accounts, remember that you can sign in with only one account at a time.

If you're already logged into one Google Drive account, click the Account icon (either the blue circle, your e-mail address, or your profile picture if you've added one) in the top left corner of your browser.

Click Sign Out. You now see the Sign In screen with your email address and password filled in.

Click Sign In with a Different Account. You see the Choose an Account Screen.

Click Add Account.

On the new Sign In screen, type in the e-mail address and password of another Google Drive account. (Same way as listed above)

Click Sign In. Now, you're in Google for the other account.

Google (and your browser) will remember both accounts now, and when you log out, you'll see the Choose an Account screen, showing both of your Google Drive accounts. Just click on one of the accounts to sign in.

Once you are logged in, click on the app launcher (9 squares in top corner, looks like a waffle) and click on what you would like to access. Google Drive is where all files are stored from class.

Google Drive = Flash Drive

Docs = Word

Sheets = Excel

Slides = Powerpoint

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