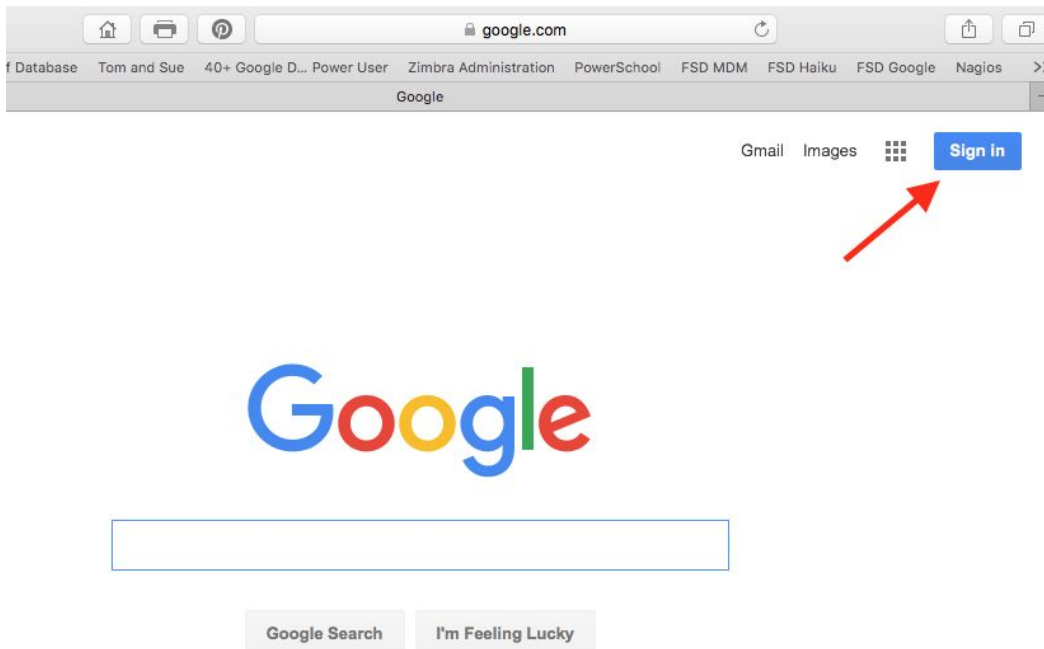
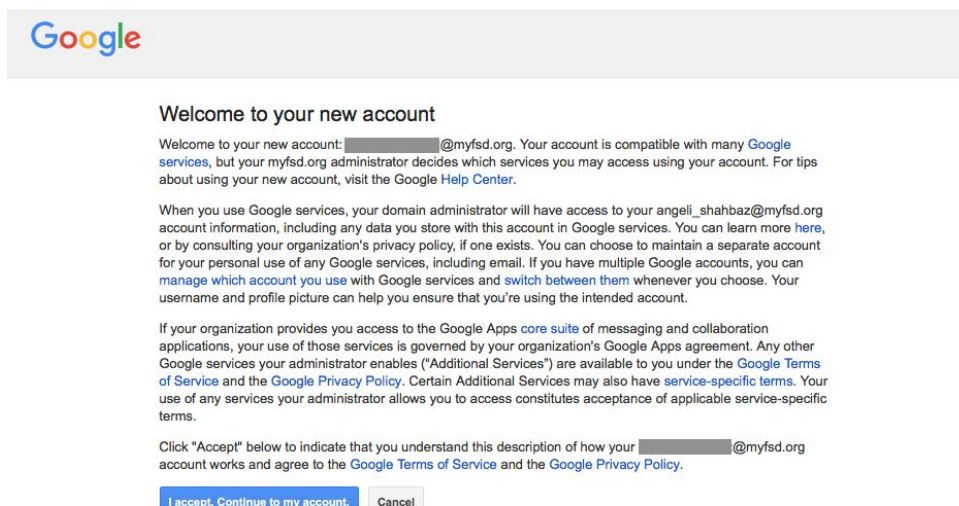


1. Go to www.google.com and in the upper right hand corner click on Sign In.
 - If you are already signed into a personal Google Account click on the following link to sign into multiple Google accounts.
<https://support.google.com/accounts/answer/1721977?hl=en>



2. After clicking Sign In, you'll be asked to enter your @myfsd.org Google Account. The default for all employees is firstname_lastname@myfsd.org. (ex: sara_gearhart@myfsd.org)
3. On the next screen, you'll be asked to enter your account password. The default password for those who have not logged in before is **FSDteach1**
4. Once you log in with the default password you may be asked to Accept the Terms and Conditions. Please Accept and Continue.



5. You may be prompted to change your password to something of your choosing. The password needs to be 8 characters long. From this point on, you will need to remember that password. TMS does not have access to that password.
6. Once you're logged in, you'll be back at the Google home page. Click on the "rubik's cube" in the upper right hand corner to move between applications like Mail, Calendar, Google Drive, etc.

