

Google Classroom

How to access



To access your account open Google Chrome. If you do not have it on your PC, laptop or device, you can download it here:

<https://www.google.co.uk/chrome/>

1. Open Google Chrome
2. Type <https://www.google.co.uk> in the address bar
3. Click on the 'Sign in' button in the top right
4. Enter your username. Example '20apupil@parkfieldsschool.co.uk' and click on 'next'
5. Enter your password. Example 'Password1*' and click on 'next'. You will then have to accept the terms if you have not done so already. It may then want you to reset your password.
6. To change your password click on 'Google apps' (the set of 9 dots in the top right of the screen and select 'Account'
7. Click on 'Personal info'
8. Under 'Profile' click on the arrow to the right of 'Password' and follow the steps.
It must be:
A minimum of 8 characters containing –
 - 1 capital letter
 - 1 lower case letter
 - 1 number
 - 1 special character (!?*)
9. Click on 'Google apps' to access Gmail, Classroom, Drive. Pages, Sheets, Calendar and Slides etc.