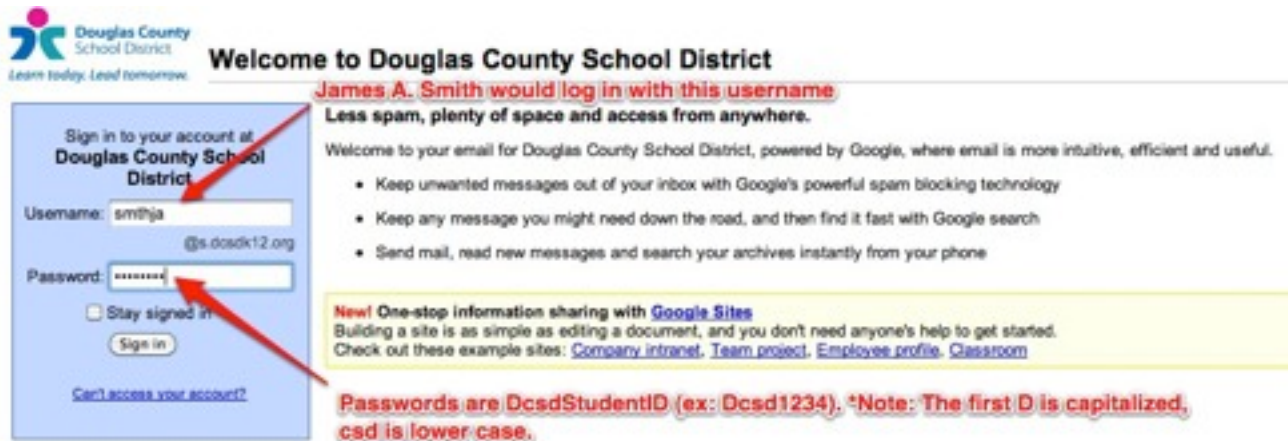


Quick Reference Guide-Logging Students in to DCSD Google Apps

- 1) Students should go to this URL: <https://docs.google.com/a/s.dcsdk12.org>
*We recommend that you set this as a hyperlink on your Classroom web site or on your school's web site in order to make it easy for students to access this web page.
- 2) Students should log in using the username: lastnamefirstinitialmiddleinitial (ex: smithja). Student passwords are: DcsdstudentID (ex:Dcsd1234). The D is capitalized, csd is lower case.



- 3) Once logged in, students will see the option to use other Google services in the top left corner of the Google window. They can use the other services by clicking on them.
*Note: Not all schools have Mail enabled at the school's request. Your administration can tell you which Google services are available to your staff.

