Logging into Google

1. Use CHROME as your browser.
2. Navigate to the Employee Resources page. 
   http://www.wbasd.k12.pa.us/EmployeeResources.aspx

3. Click “Google Login” from the window at the right, or go to https://accounts.google.com

4. At the login screen use your district email address. (Ex: jsmith@wbasd.k12.pa.us) and click Next.
   INITIAL PASSWORD: changeforgoogle

5. You will be asked to update your password after the initial login.

6. Once you’re logged in to Google, click on the 9 square Google Apps icon in the right corner of the screen.

7. Click on the Google Drive icon.

8. Click on “Shared with me”

9. You will see any documents or forms that are shared with you