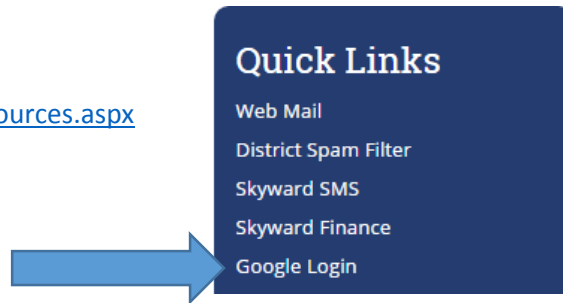
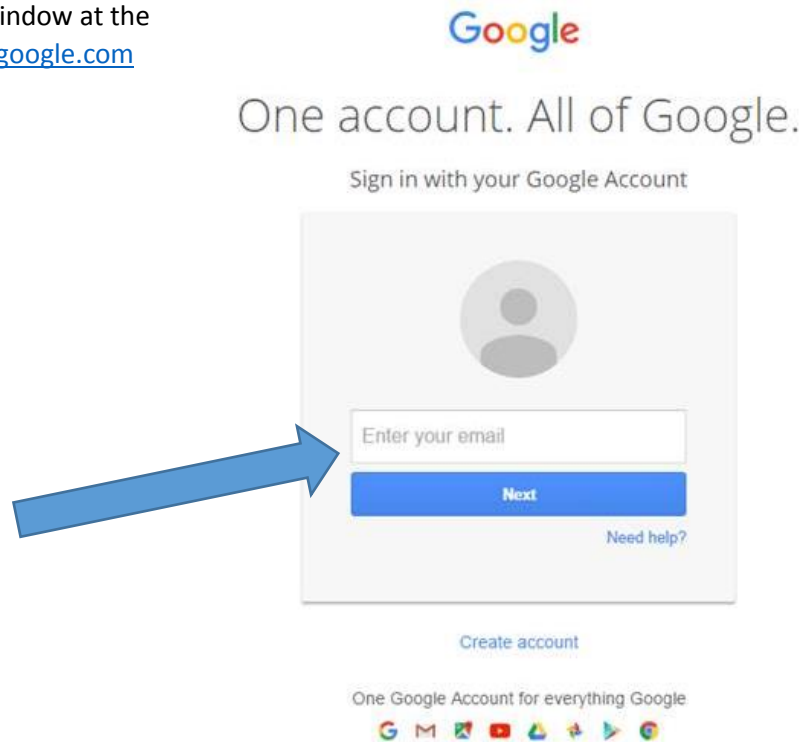





Logging into Google

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"  **Shared with me**
9. You will see any documents or forms that are shared with you