Logging into Google

1. Use CHROME as your browser.
2. Navigate to the Employee Resources page. http://www.wbasd.k12.pa.us/EmployeeResources.aspx
4. Web Mail District Spam Filter Skyward SMS Skyward Finance Google Login
3. Click "Google Login" from the window at the right, or go to https://accounts.google.com
4. Google One account. All of Google.

| | Sign in with your Google Account |
|--|----------------------------------|
| | |
| | Enter your email |
| | Next |
| | Need help? |
| | Create account |
| | G M 8 0 4 4 6 |

- 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



Drive icon.

Shared with me

- 8. Click on "Shared with me"
- 9. You will see any documents or forms that are shared with you