

## **Google Docs – Intro and Login**

Manheim Township School District Technology Training Guide

Every staff member as well as students in grades 7-12 have a Google account in the MTSD Google Domain. This allows MT teachers and students to access documents from school or home, and files can be shared with other teachers and students.

## About the Accounts

- Your Google account gives you access to Google Docs/Drive for creating, editing, and sharing documents (word processing, spreadsheets, presentations, online forms, etc.). You also have access to Google Sites for creating class/department websites.
- Your Google account also gives you access to Gmail and Google Calendars, but please refrain from using these services.
  - Gmail: You will see NO incoming messages land in this account continue to use webmail or GroupWise for email.
  - Google Calendars: Please continue to use GroupWise for your individual and shared calendars.
- Google accounts are currently created manually by MTSD, which means it is entirely possible for some accounts to be missed. Google account passwords are maintained separately from your district password. If you have difficulty accessing your MTSD Google account, please contact the TechMedia Department for assistance.
- Important Tip: Do NOT create a personal Gmail/Google account using your school email address. Since you already have a MTSD Google Domain account linked to your school email address, there could be login confusion (at Google) and sharing documents will not work.

## Login to Google Docs

- Visit <u>http://docs.mtwp.net</u> or <u>http://docs.google.com</u>.
- Enter your full email address and password to login.
- Your default screen will be your Google Docs/Drive main window.
- To logout of Google Docs, click your username in the upper right corner then select *Sign out*.

	Google	
(	One account. All	of Google.
	Sign in to continue to G	oogle Drive
	Email	Please enter your full email address X
	Email Password	Please enter your full email address × example@mtwp.net

## Student Logins for Google Docs

- Visit <u>http://docs.mtwp.net</u> to login.
- Students should enter their usual username followed by '@mtwp.net'.
- Each student's default password is their student ID followed by '123'.
- To logout of Google Docs, click your username in the upper right corner then select *Sign out*.