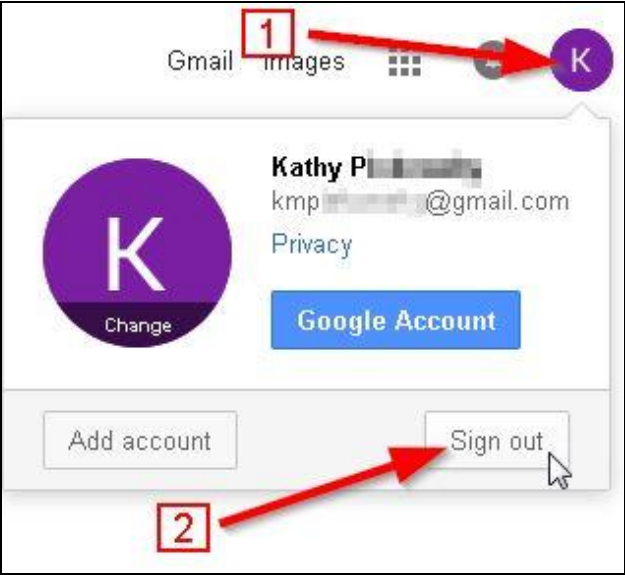


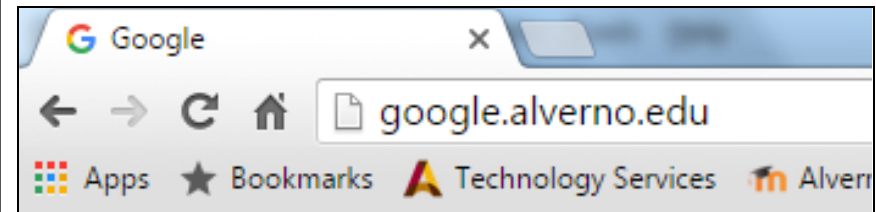
# Logging in to Your Alverno Google Account

Task	Screen Shot
<p>1. Open a Google Chrome, Firefox or Safari web browser.</p> <p>2. Go to <a href="http://www.Google.com">www.Google.com</a>.</p> <p>You cannot access your Alverno Google account until you are signed out of all other Google accounts.</p> <p>3. Look at the <b>top right</b> of the screen, and determine if you are signed into a personal Google account:</p> <ul style="list-style-type: none"><li>• If you see a circle that contains a letter (first initial) associated with your personal account, click the circle, and click Sign out. proceed to <a href="#">the next numbered step</a>.</li></ul> 	

- If you see the following Sign In button, it indicates you are logged out of all Google accounts. Proceed to [the next numbered step.](#)



4. Type google.alverno.edu into the address bar, and press Enter.



You will be directed to an Alverno login page.

5. Enter your Alverno [username@alverno.edu](#) and your Alverno password, then press Sign In.

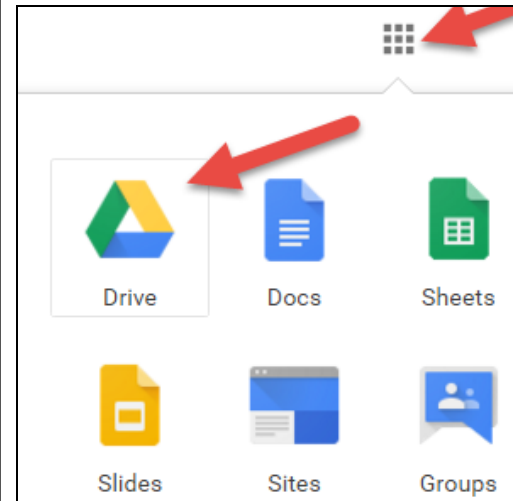
**Note:** Using Internet Explorer when logged in to Alverno computers automatically logs you into your Alverno Google account.

Sign in with your organizational account

Sign in

6. The first time you log in to your Alverno Google account, you will be asked to agree to the Google terms and conditions. Click "I agree."

7. To locate your Google Files, click the Grid in the upper right hand corner of the screen, and select Drive.



You have now accessed your Google Drive.

8. To create a document, do the following:

- A. Click New.
- B. From the dropdown menu, select Docs, Sheets, or Slides.

**Note:** Google Docs are like Microsoft Word documents, Sheets are similar to Microsoft Excel spreadsheets, and Slides are similar to Microsoft Powerpoint presentations.

