Syncing Your School Google Account To The Computer You Are Using:

Make sure that the computer you are using is synced with your school Google account.

- 1. On your computer, open Chrome by clicking on the Google Chrome symbol.
- 2. At the top right, click your Profile . This could also be the letter of your first name or avatar. If you are using a shared computer, make sure the profile is for <u>your</u> Google school account, If not, exit that account and sign in to your Google school account.



- 3. Sign in to your Google Account. If you are on a shared computer, check to make sure the profile/avatar/initial is connected to your google account. If you do not remember your password, contact your teacher and ask them to change your password.
- 4. To sync your account, click on your profile in the top right corner. Then click "turn on sync."