Students & Parents/Guardians - Accessing your Google Classroom user account

Gaylord Community Schools has partnered with Google to use the Google Classroom for online learning. Every student will have a GCS managed Google account where they will participate in 'classroom' activities with their assigned teacher. At this time, we would like you to sign in to your account and verify that you have access. Following is the logon process you will use.

Access the Google Classroom by opening a browser (Chrome is preferred and recommended) on a connected device. Ensure that all user accounts have been signed out of all Google products if applicable. Access a Google sign-in option which could be through https://classroom.google.com , a search for Google Classroom, Gmail or at the Google search page. Ensure that you select an option to use your Google account or another account. Do not create a new account.

In the Email block, type in your GCS email address. Your new email address is your GCS network user name @stu.gaylord.k12.mi.us (Ex: 99DoeJ@stu.gaylord.k12.mi.us) and select 'Next' (1st figure). You should be redirected to a Gaylord Community Schools page with a second sign-in. In the User block, type GCSNET\ and your network user name (Ex: GCSNET\99DoeJ). Please note there is a backslash '\' between GCSNET and your username. Enter your GCS network password in the Password block.

You should be presented with a user account confirmation (seclect 'Continue' after you have confirmed the email address), followed by a 'Welcome' message which you will have to acknowledge, then another page where you will have to select your account icon.
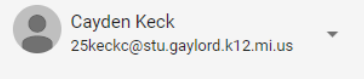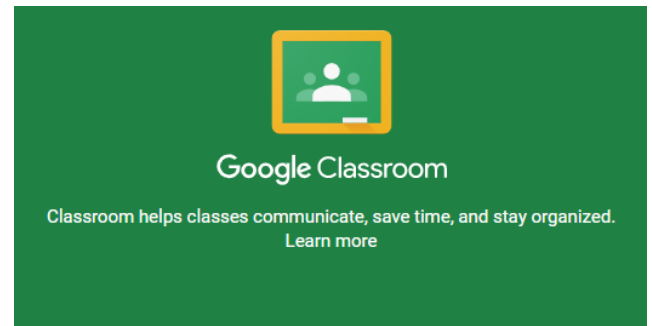
Google

Welcome

Welcome to your new account

Welcome to your new account: undefined. Your account is compatible with many **Google services** (https://support.google.com/a/answer/181865), but your stu.gaylord.k12.mi.us administrator decides which services you may access using your account. For tips about using your new account, visit the Google **Help Center** (https://support.google.com/a/users/answer/161937).

When you use Google services, your domain administrator will have access to your undefined account information,

Click "Accept" below to indicate that you understand this description of how your undefined account works and agree to the **Google Terms of Service** (https://accounts.google.com/TOS) and the **Google Privacy Policy** (https://www.google.com/policies/privacy/).

Google Classroom

Classroom helps classes communicate, save time, and stay organized. Learn more

Cayden Keck
25keckc@stu.gaylord.k12.mi.us

CONTINUE

By joining, you agree to share contact information with people in your class. Learn more

Accept

If you receive a notification the account is not verified, log out of Google and log back in. There is a slight posibiity that you may be required to try your email address in the GCS logon portion. This is unlikely, but has happened on a few accounts.

Occasionaly the Google account page does not open properly (this is a know issue with Google) and you will need to go to the 'waffle' (9 dots) icon in the upper-right corner and select the 'Account' icon in the drop down menu. This should trigger the Google account page to fully present. Continue to use the tools in the Waffle to access various account options. You will find the Google Classroom tool in the Waffle dropdown menu.

+ ⠿ T   Waffle icon

Select the 'Classroom' icon from the Waffle menu. In the Classroom, you will find one or more classes to select once your teacher(s) have added them. You will need to 'Join' the class by selecting the appropriate icon or responding to the invitation email in your Gmail account. Elementary level students may only have one class to select.

Your teachers will provide additional information regarding your classes, responsibilities and use of the Google Classroom. They will be your first point of contact for assistance with your user account.

IMPORTANT. Please ensure that you always 'Sign Out' from Google when you have completed your session. If you remain logged in, anyone who uses the device you were logged in on will have access to your email and all Google tools that you use.