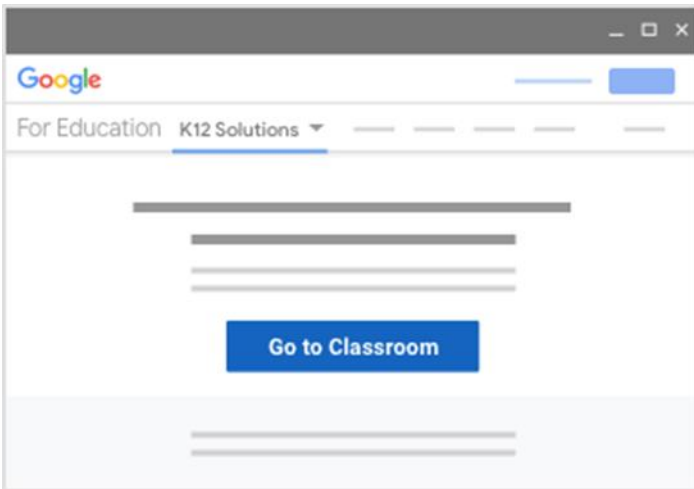


How to access your Student Google Classroom Account

1. Go to classroom.google.com and click Go to Classroom

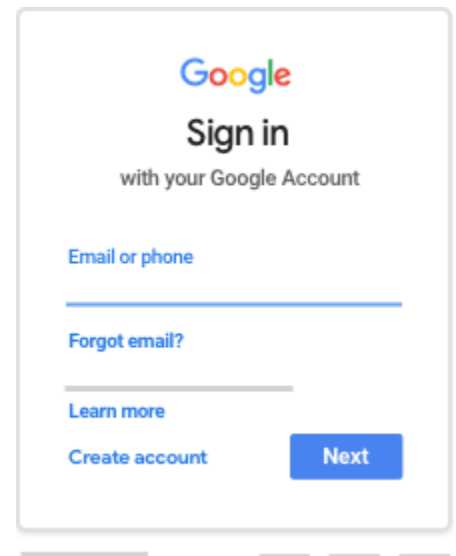


2. Enter your username and click Next

Your Google email address is your county user name @potomachs.org

First 6 letters of your last name, first initial, middle initial, 2-digit grad year (i.e. 20, 21, 22, 23)

Example jameslr23@potomachs.org



3. Enter your password and click Next

Your temporary password is PHS-Student ID#

Example PHS-233445

(There are no spaces between PHS, the dash, and your ID#)

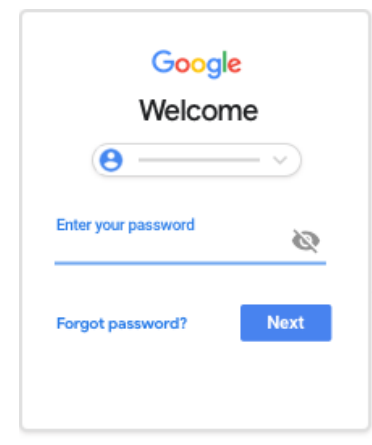
You will be prompted to change the temporary password when you log in.

To keep your account secure, follow these [password guidelines](#)

Create your password using 8 characters or more. It can be any combination of letters, numbers, and symbols).

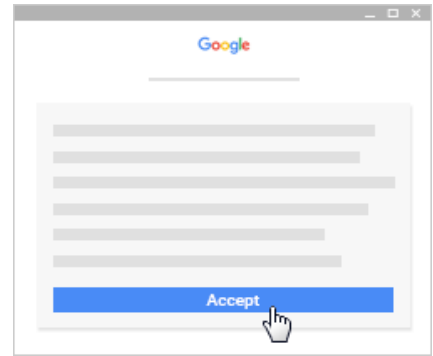
You can't use a password that:

- Is particularly weak. Example: "password123"
- You've used before on a Gmail account
- Starts or ends with a blank space

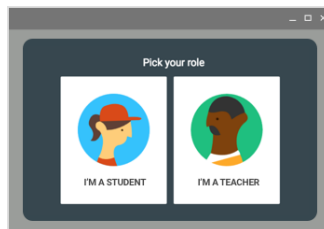


How to access your Student Google Classroom Account

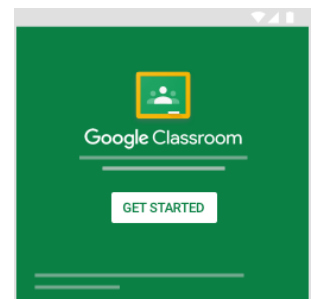
If there is a welcome message, read it and click Accept.



4. Click I'm A Student

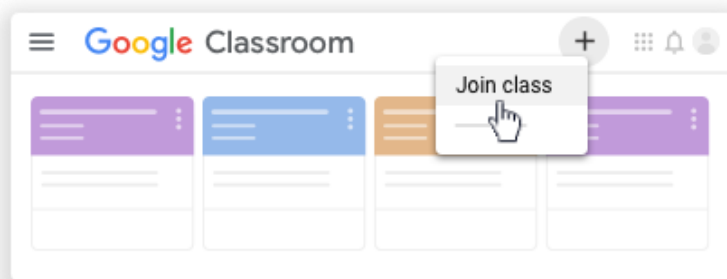


Click Get Started.



Join a class with a class code

1. At the top, click Add + > Join class.



2. Enter the class code your teacher gave you and **click Join**. A class code consists of 6 or 7 letters or numbers. For example, hjhmgrk or g5gdp1.

