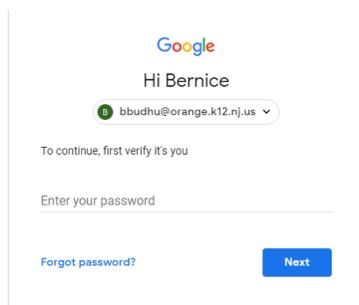# Logging into G- Suite

Google

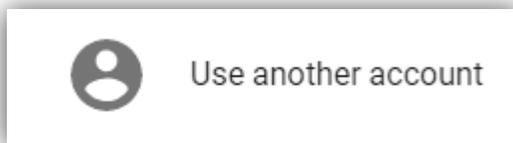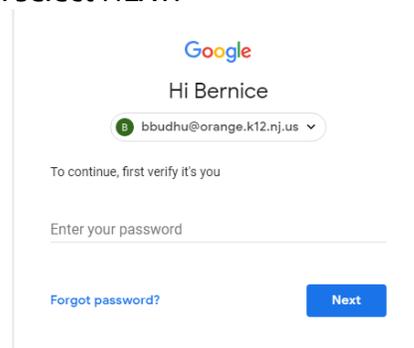|	

1. Type Google.com in your browser of choice. (Chrome, Firefox, Internet Explorer) (*recommended Google Chrome)
 	
2. If you have not already logged into Google on this computer:
    ▪ Select Sign In
 	
Gmail Images Sign in
 	
3. Your logon name may appear. If so, type your password, then Select Next.
 	
Google
Hi Bernice
bbudhu@orange.k12.nj.us
To continue, first verify it's you
Enter your password
Forgot password? Next
 	
4. If your name does not appear, select the down arrow, then select USE ANOTHER ACCOUNT.
 	
Google
Choose an account
Use another account
	5. Type your logon name:
	
	First initial and last name: for example:**dwashington@orange.k12.nj.us**
	
	Then select NEXT.
	
	Google
	Hi Bernice
	bbudhu@orange.k12.nj.us
	To continue, first verify it's you
	Enter your password
	Forgot password? Next
	
	Please note:
	This Google Suite account
	    DOES NOT include EMAIL.
	
	It is used for the purposes of :
	    ✓ Sharing documents with staff and students.
	    ✓ Collaboration with staff and students.
	    ✓ Uploading files… and more!
	    ✓ Access to entire G-Suite, Sheets, Docs, Slides and Forms, etc.