GOOGLE CLASSROOM

Access & Self-Service Passwords

How to access Google Classroom &
Self Service Password Reset within Office 365

Before you can gain access to Google Classroom you will need to change your Outlook 365 password. Your password will need to be a more 'complex' one with a mixture of 8 characters minimum, including:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character
- For example:- **!B00Kworm19**

This will then become your new password to access ALL school portals including Google Classrooms, Microsoft Emails and Show My Homework.

How to change your current password
or if you forget your password in the future

1.

Step 1: Go to **www.office.com** or **http://mail.st-gregorys.org.uk** and select sign in as you usually access your school email or Microsoft Teams.

2.

Step 2: Sign in if you already know your password, if not select **'Forgot password'**.
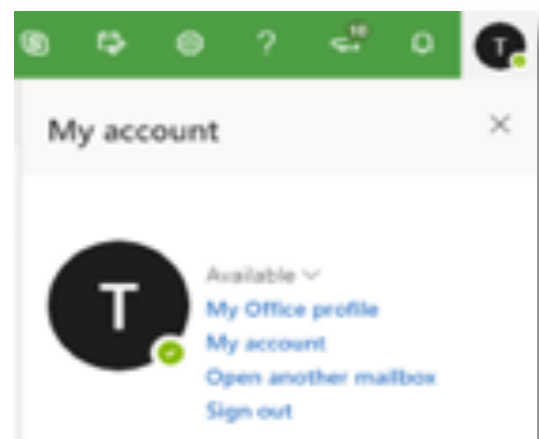
3.

Step 3: You may be prompted to enter additional security questions in order to sign into your school email. You will need to add your parents' email address and mobile telephone number so that you are able to recover your passwords in future.

4.

Step 4: Change your current password.

5.

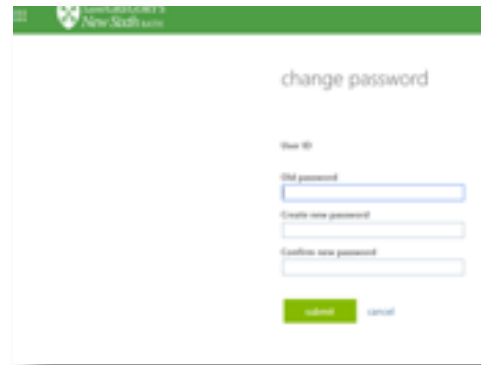**Step 5:** Click on your name icon top right of your email and select **My Account**. (see example right).
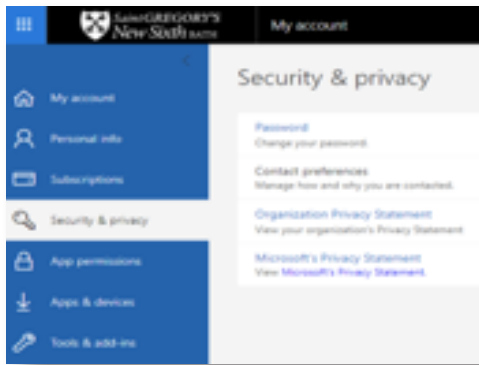
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6. **Step 6:** From within **My Account** select **Security & Privacy** and select Change your password to change your current password, then logout and log back in again (see examples below).

7. **Step 7:** Please wait between 5 – 30 mins for your new password to replicate to the Google servers.

8. **Step 8:** Now browse to **https://classroom.google.com**

9. **Step 9:** You can now sign in with your school email address i.e. **19bloggsJ@ st-gregorys.org.uk** and enter the new password you just changed.

10. **Step 10:** Once in Google Classroom you will see all of your classes.

REMEMBER: Your new password will now be used to access ALL school portals including:

Google Classrooms

Microsoft Emails

Show My Homework