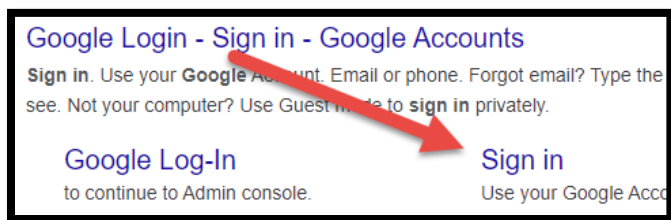
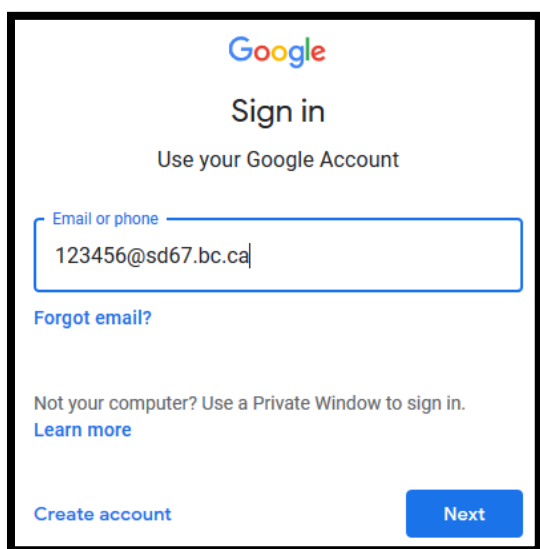


# Logging into your SD67 GSuite (Google for Education) account and using Read & Write for Google Chrome

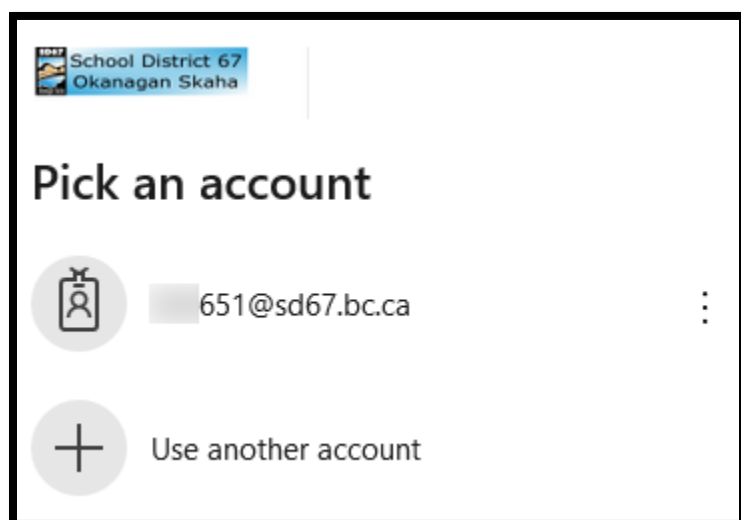
1. Open the **Chrome browser** and search for **Google Sign in** and click on it



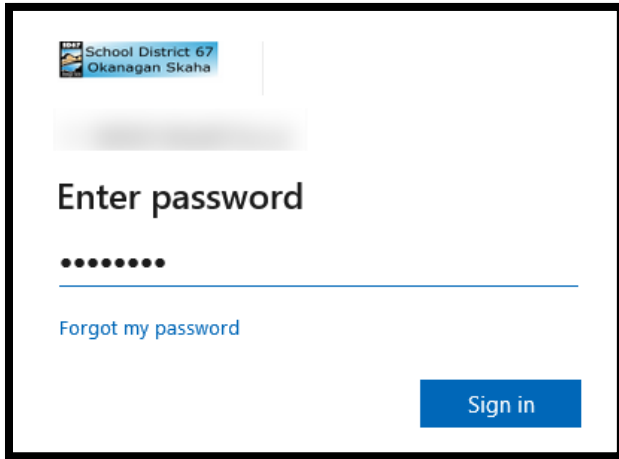
2. **Sign in** using your [studentnumber@sd67.bc.ca](mailto:studentnumber@sd67.bc.ca) as the username



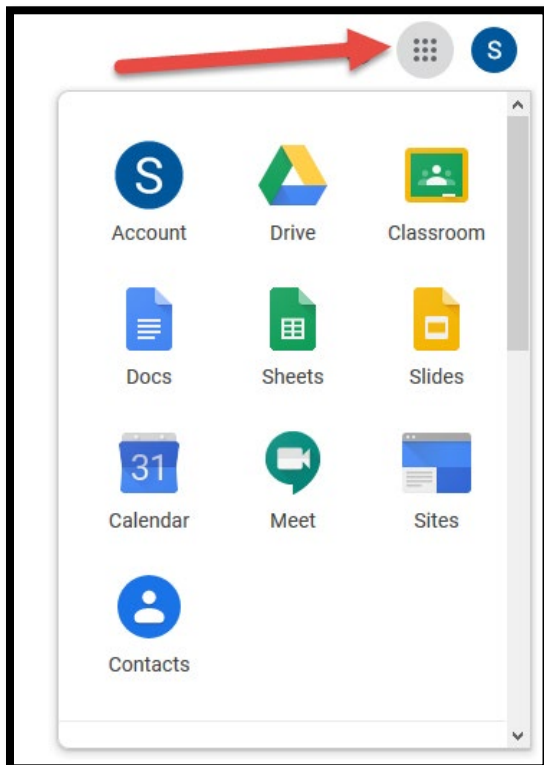
3. You may have to choose an account. Choose the one with your student number. Or if your student number doesn't appear, choose Use another account.



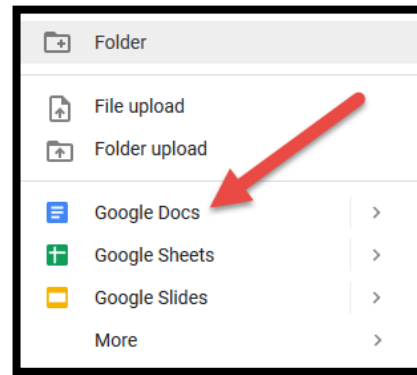
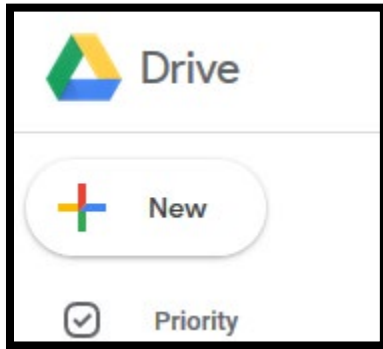
4. Use the password you use to login to your computer at school and click Sign in. (If you don't know it, you need to contact your teacher)



5. Open a **New Tab** and click on the **waffle menu** that appears in the top right of the new window and a popup window will appear with your GSuite choices. If you choose **Drive**, it contains all documents that were created and/or shared with you.



6. Create a new Google Doc by clicking on the **New** button in the top right and choosing **Google Docs**.



7. Or open one you have already created by clicking on it in your Google Drive

8. Click on the puzzle piece for the Read and Write for Google Chrome extension in the top right.



9. You will see the Read and Write toolbar.



Here is a great video to help you with Read and Write! <https://www.youtube.com/watch?v=YJ5N1BQc0bc>