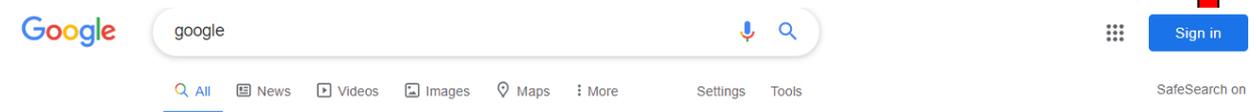


Getting on to G-Suite ...

If you are ready to go, and would like to access G-Suite, below is a guide for doing so.

1. **Go to Google.** This can be done in any browser, although it is designed for Chrome. On internet enabled devices such as smartphones and tablets, G-Suite apps can be downloaded for quick and easy sign in (Drive, Docs, Classroom, Slides etc have separate apps). There is a SIGN IN box on the top right.



2. **Enter username and password.** The user name will be the last two digits of the year their year group started in reception followed by the first letter of their surname then their full first name. For example, Jimmy Smith whose Reception year started in 2014 would be:

■ 14SJimmy@reptonmanor.kent.sch.uk

Children's passwords are year group specific and using the example above the year group password would be: Repton2014
(any problems, please email the school)

3. **Head to the waffle.** You will notice a 3x3 square on the top right. We are calling this a waffle (because it kind of looks like a waffle). Click into it and head to account. You will see your child's Google account welcome page. Go back to the waffle and you will now see the apps your child can access.

