

# How to Sign into Google

Go to <http://sso.newburyport.k12.ma.us>

[How-To-Sign-Into-Google-Suite-1\\_Border.png](#)

Enter your **username** (not your email address) and **password**.

For students, your username is your **first initial** and **last name** followed by the **last two digits of your graduation year**. (e.g. Jane Doe, class of 2022 = jdoe22)

After a successful login, you will be redirected to Google Drive. From there you can use the “waffle menu” to access the other Google Workspace applications.

[How-To-Sign-Into-Google-Suite-2\\_Border.png](#)

Note the slider to the right, to move the menu up and down so you can see all the applications.

[How-To-Sign-Into-Google-Suite-3\\_Border.png](#)

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