

# How to Sign into Google

We have a simple and easy to remember link that will log you into our single sign-on (SSO) and bring you directly to Google Drive.

Please go to: [sso.newburyport.k12.ma.us](https://sso.newburyport.k12.ma.us)

## How To Sign Into Google Suite-1\_Border.png

At the sign in screen, enter your **Username** (not your full email address) and **Password**.

For staff, your username is your **first initial** and **last name** (e.g. Jane Doe = jdoe). For students, your username is your **first initial**, **last name**, and **year of graduation** (e.g. Jane Doe, Class of 2021 = jdoe21).

If you've never logged into our SSO before, it will prompt you to enter a secondary email address and choose a security question. These are only used for resetting your password or making changes to your account.

If you've never signed into Google before, it will also prompt you to agree to Google's terms & conditions before you can continue.

After a successful login, you will be redirected to **Google Drive**. You can use the **waffle menu** in the top-right to access all the other Google applications.

## How To Sign Into Google Suite-2\_Border.png

Note the **slider** to the right. Move the menu up and down using the slider so you can see all the applications.

## How To Sign Into Google Suite-3\_Border.png

Click on the application you'd like to use, and it will open in a new tab or window.

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