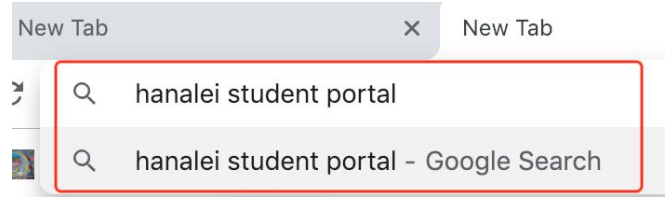
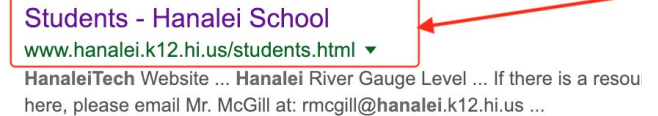


How to sign in to your Hanalei School Google account from home

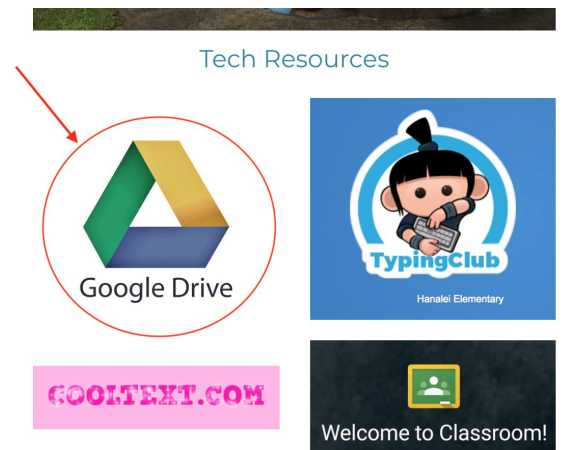
1. Google "Hanalei Student Portal"



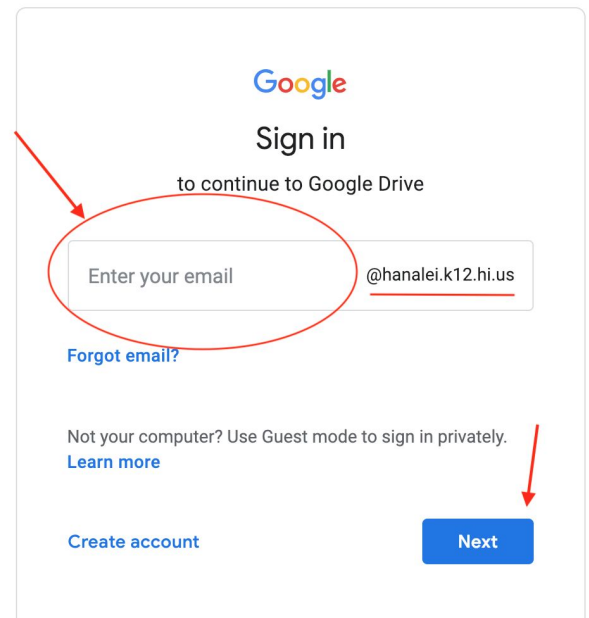
2. Select "Students - Hanalei School"



3. On the Hanalei School Student Portal, look under the wave picture for the **Google Drive** icon, and click on it



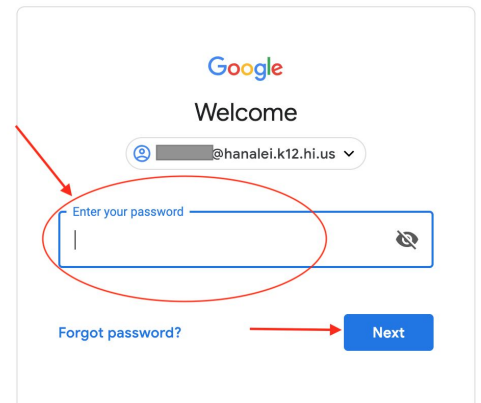
4. This will take you to a sign in page for your school Google account. Notice how it already has the @hanalei.k12.hi.us domain part for you. **Just enter the first part of your school Google account** (for example: bsimpson20) if you type more, you will have to put the whole account name: bsimpson20@hanalei.k12.hi.us



Then click **Next**

How to sign in to your Hanalei School Google account from home, continued

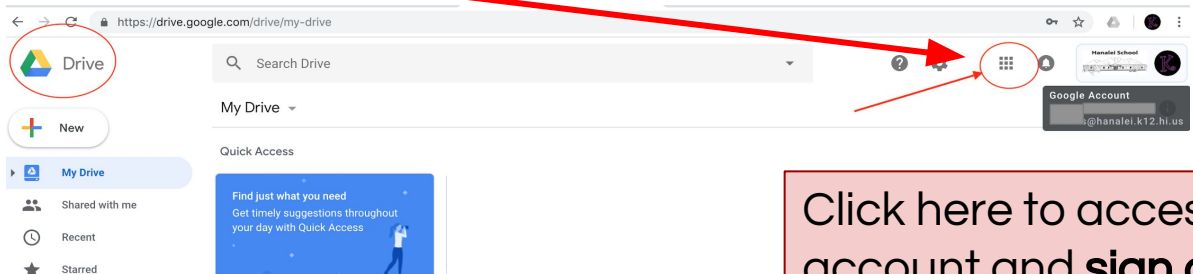
5. Enter your school account **password** (your password is the same password you enter to get into your Chromebook at school)



Then click **Next**

6. This will take you to your **Google Drive**, where you can find and open your Google Docs, Slides, etc. You can also upload files to your Drive, or download files.

If you want to open other Google Apps, you can use the App switcher (aka "waffle") to open other Google Apps directly.



7. Finally, if you are sharing a computer, be sure to **sign out from Google Drive after you are done**, so other users do not have access to your Google info! Click on your account icon in the upper right of Google Drive to sign out.

If you have any questions, please contact Mr. McGill at school, or at: rmcgill@hanalei.k12.hi.us

Mahalo!

