Students will type:

## philasd.org

## Then press return/enter



Then students will click where the arrow is above (Login)

Enter your Username and Password						
Username:	_					
Password:						
❷ Forgot your password?						
LOGIN						

In the first box type in your I. D. number.

In the second box type in your password (same as last year) New students the teacher will contact you.

Then click on login. This is what you will see after logging in. The student should see their name and a school picture. Follow the steps below.



Where the circle is located, there are three lines. This is called the menu. Students will click on the three lines. Then they will see the screen below

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On the black bar, you should click on message center. You will see the Student Launchpad which has all of their programs.



You need to scroll down to the bottom of this window to find all of the google g-suite for education. Then click on the program you want to use.



When finished with your work you need to click on the green bar at the top right corner where you see a picture of a person. Click on the person so the user menu comes down. You will click on Logoff.

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MARIAH ALLEN-SMART		
Settings		C
_ Language		- 1
Give Feedback		
Log Off		

When logging off you will see this message. This is how you will know that you are logged out.



You have successfully logged out of the Central Authentication Service. For security reasons, exit your web browser. You may LOGIN again here!