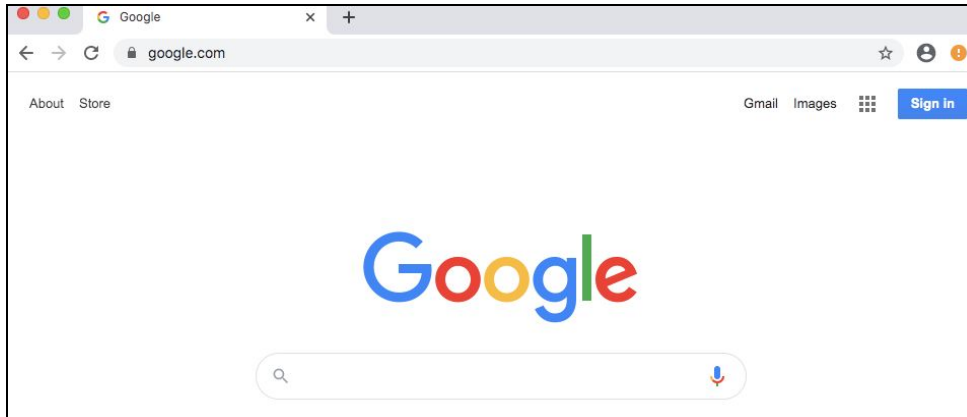


How to log in to your MDUSD Google account

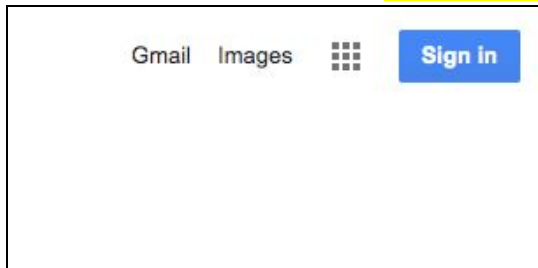
1. **Open Chrome Browser.** The icon for the Chrome Browser looks like this icon.



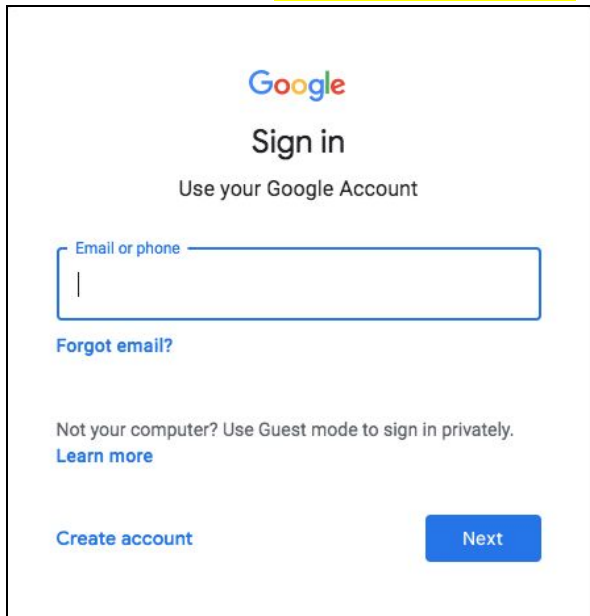
2. The Google search page will load.



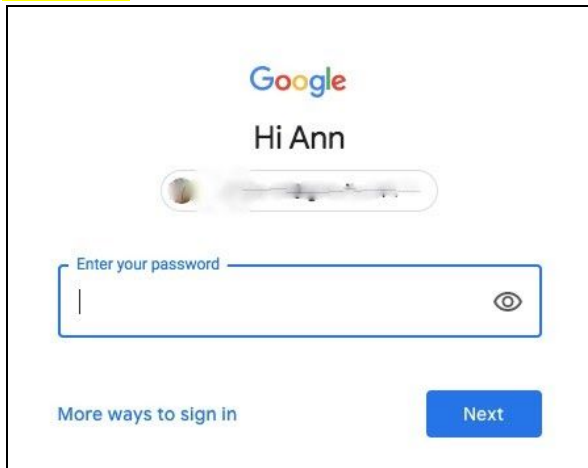
3. Click the Sign In button in the **top right corner.**



4. Enter your **MDUSD Google email** which uses your last name, first letter of your first name with @mdusd.org at the end. My name is Ann Tirrell so my email address I use while working for MDUSD is tirrella@mdusd.org. **CLICK NEXT BUTTON.**

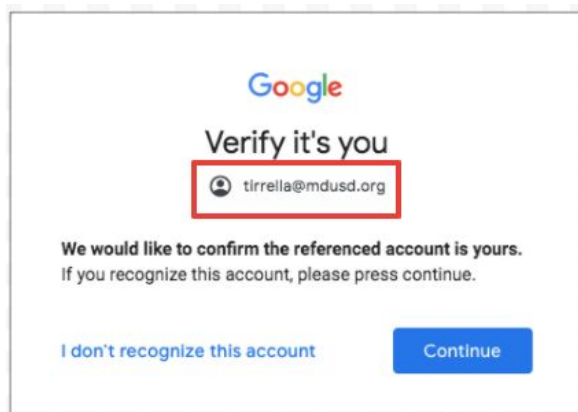


5. Enter the password you were given for your MDUSD email into the next window. **CLICK NEXT BUTTON.**



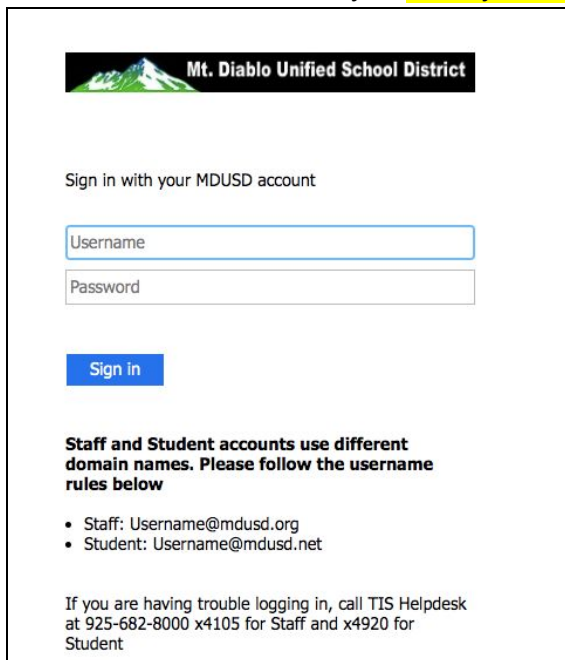
The image shows a Google sign-in interface. At the top is the Google logo. Below it, the text "Hi Ann" is displayed next to a small profile picture. A password input field is present with the placeholder text "Enter your password" and a visibility toggle icon. At the bottom left, there is a link for "More ways to sign in", and at the bottom right, there is a blue "Next" button.

6. You may need to verify this account. Check to be sure the email is your mdusd.org account. **CLICK CONTINUE BUTTON.**



The image shows a Google account verification screen. At the top is the Google logo. Below it, the text "Verify it's you" is displayed. A red box highlights the email address "tirrella@mdusd.org" next to a small profile picture icon. Below this, the text reads: "We would like to confirm the referenced account is yours. If you recognize this account, please press continue." At the bottom left, there is a link for "I don't recognize this account", and at the bottom right, there is a blue "Continue" button.

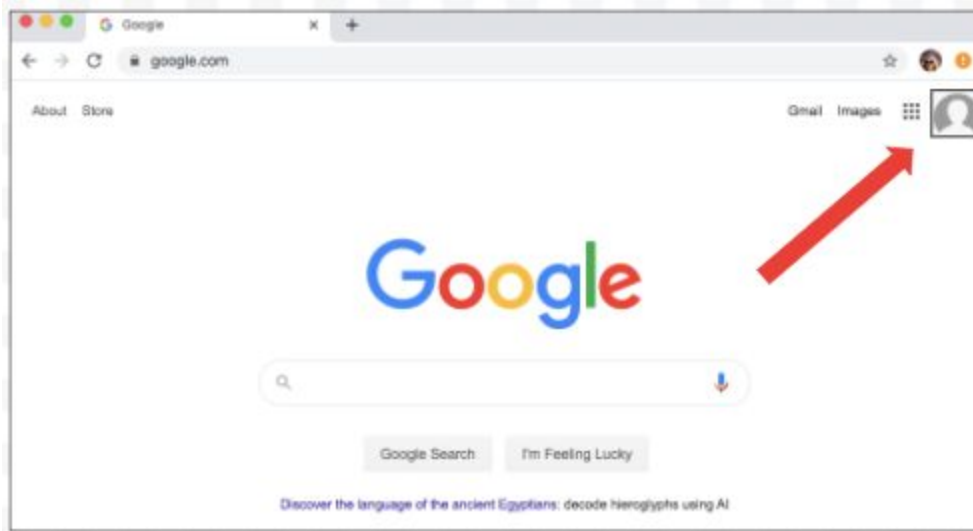
7. The next window will have you enter your email and password again.



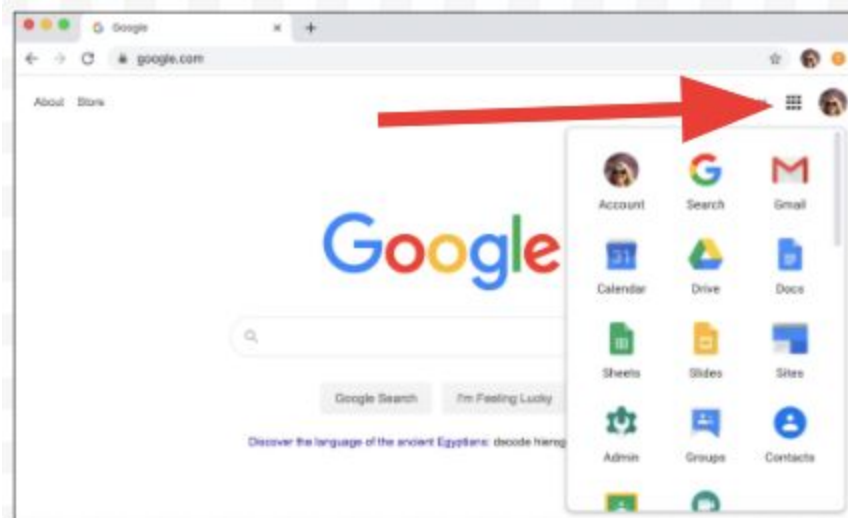
The image shows the sign-in page for Mt. Diablo Unified School District. At the top left is the district logo with the text "Mt. Diablo Unified School District". Below the logo, the text "Sign in with your MDUSD account" is displayed. There are two input fields: "Username" and "Password". Below the input fields is a blue "Sign in" button. At the bottom, there is a section titled "Staff and Student accounts use different domain names. Please follow the username rules below" with a bulleted list: "• Staff: Username@mdusd.org" and "• Student: Username@mdusd.net". At the very bottom, there is a note: "If you are having trouble logging in, call TIS Helpdesk at 925-682-8000 x4105 for Staff and x4920 for Student".



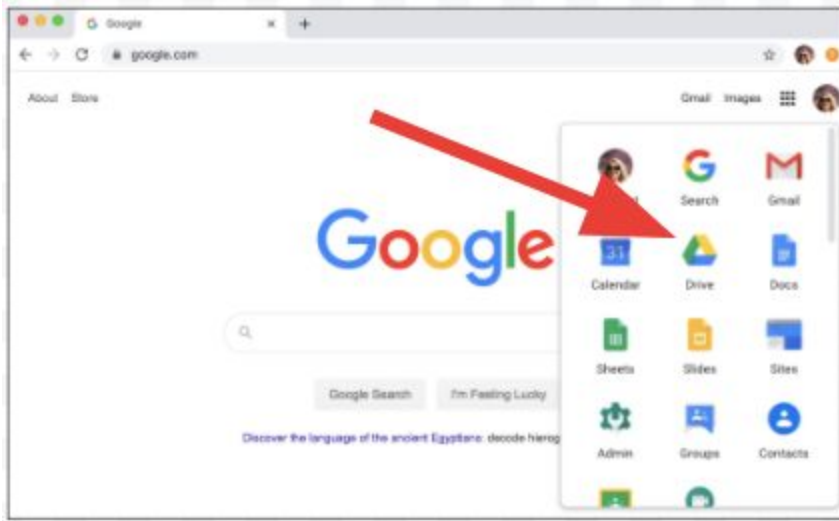
8. A new Google search window will open and you will see the Google profile icon like this in the upper right corner. You can add a picture in your Gmail settings later.



9. Click the Google app launcher icon to the left of the Google profile icon and the app window will open below.



10. Select the triangular-shaped Drive icon  This will open your MDUSD Google drive.



11. This is how your Google Drive looks when opened.

