



Dear Parents / Caregivers

Your child will now have received their chrome account details and have logged on a school. Below are instructions for how you can help your child to access their account at home.

Their email address will be `firstnamesurname@silverdaleprimary.school.nz`  
(for example mine is [karenholleron@silverdaleprimary.school.nz](mailto:karenholleron@silverdaleprimary.school.nz))

Their password was created with you late last year. If you need a reminder of this please email me at the above address.

1. In your Web browser, go to [drive.google.com](https://drive.google.com). Your browser automatically redirects to Google's Sign In screen, which is the screen you use to sign in to all of Google's applications.
2. Type in your Google e-mail address and password.
3. If you want your browser to automatically log you in each time you visit Google Drive, check the Stay Signed In box.
4. Click Sign In. Now, you see your Google Drive.

However if you have multiple Google Drive accounts, remember that you can sign in with only one account at a time. However, switching between accounts is simple.

1. If you're already logged into one Google Drive account, click the Account icon (either the blue circle, your e-mail address, or your profile picture if you've added one) in the top left corner of your browser.
2. Click Sign Out. You now see the Sign In screen with your email address and password filled in.
3. Click Sign In with a Different Account. You see the Choose an Account Screen.
4. Click Add Account.

**5. On the new Sign In screen, type in the e-mail address and password of another Google Drive account.**

**6. Click Sign In. Now, you're in the Google Drive for the other account.**

Google (and your browser) will remember both accounts now, and when you log out, you'll see the Choose an Account screen, showing both of your Google Drive accounts. Just click on one of the accounts to sign in.

**If you have any further computer issues with your child's account then there is a help form on our school website: <http://www.silverdaleprimary.school.nz/ask-a-question.html>**

Regards

Karen Holleron