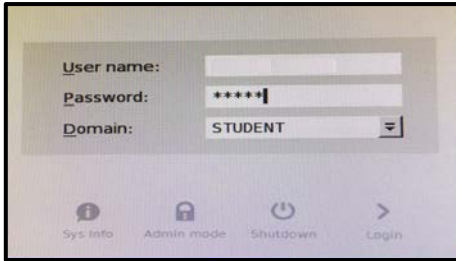




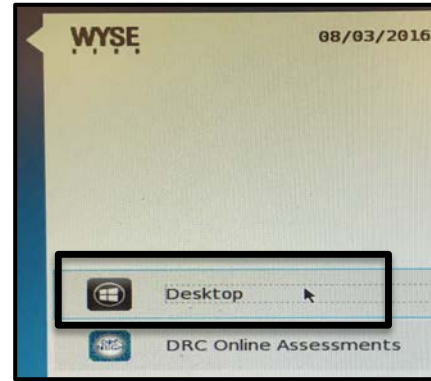
# GAFE Student Login

## A. Login to VDI machine and open Chrome

1. Enter APS Network ID and password



2. Select Desktop

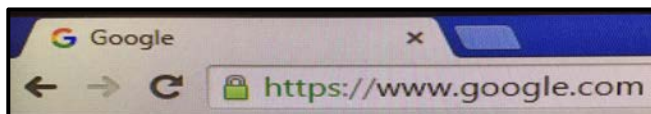


3. Click to open the Chrome browser (Do **NOT** use Internet Explorer)

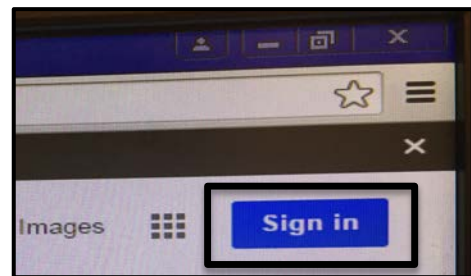


## B. Login to GAFE account

1. Type **google.com** in the address bar



2. Click on **Sign in**

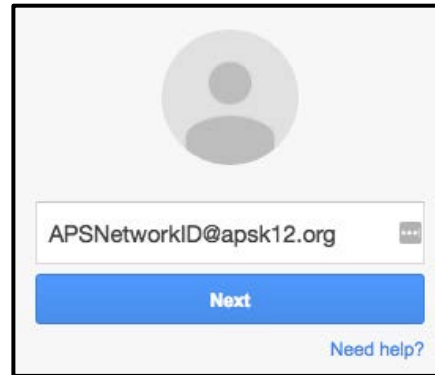




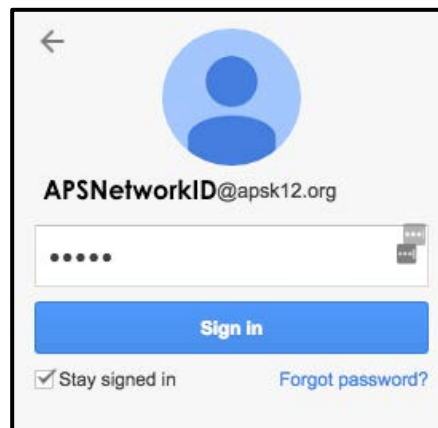
# GAFE Student Login

3. Enter your APS Network ID followed by @apsk12.org

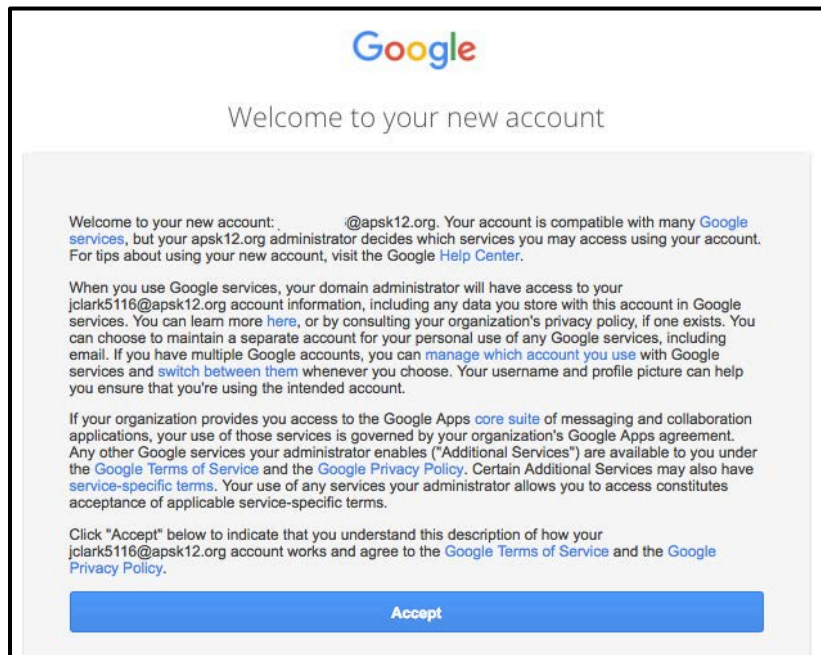
Then click Next.



4. Enter your 5-digit lunch number as your password. Students cannot change their password. **(If students do not have lunch IDs like most charter schools, their default password will be: password)**



5. Click Accept.



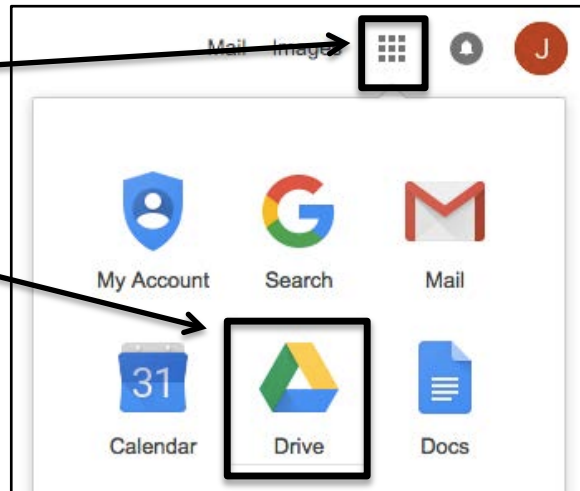


# GAFE Student Login

## C. Set up Google Drive

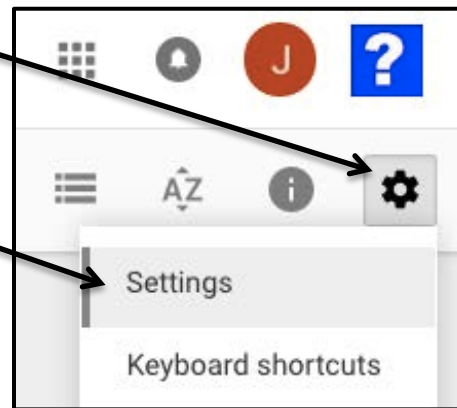
1. Click on the waffle icon

2. Select Drive

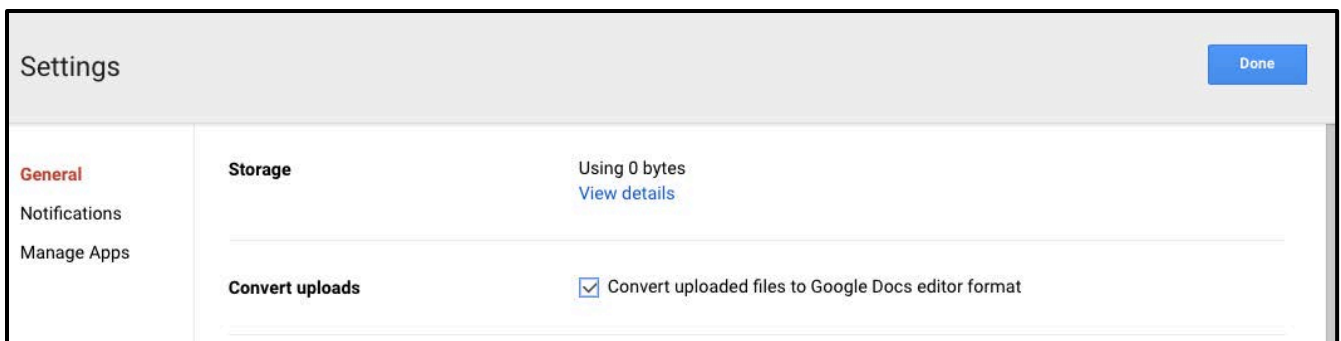


3. Click on the gear

4. Select Settings



5. Check the box next to Convert uploaded files to Google Docs editor format. Then click Done.

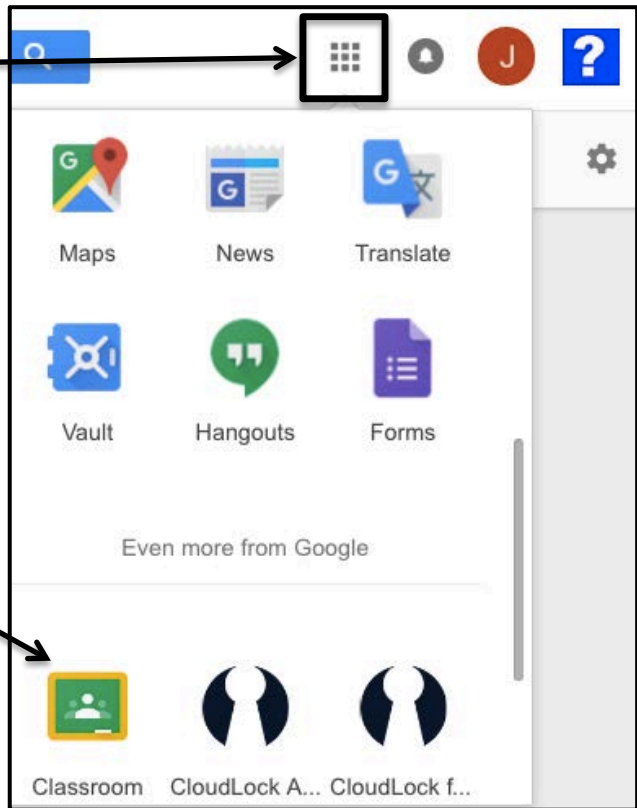




# GAFE Student Login

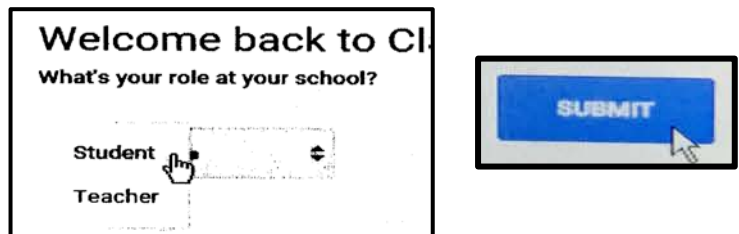
## D. Access Google Classroom

1. FROM GOOGLE DRIVE, click on the waffle
2. Scroll down on the list of Google Apps until you see Classroom. (Click **More** if you don't see it listed)
3. Select Classroom



## E. Join a class.

1. Select role: Student
2. Click Submit



3. Click on the + sign and select Join class OR if a teacher has already invited you, click Join for the class(es) listed.

