

THIS IS GOING TO ALL STAFF

Follow these instructions to access your Google accounts (msd549c.org) from home or your mobile devices.

Access from Google Apps on MOBILE DEVICES:

- From **iOS**: - Launch a Google App and click on 'SIGN IN'
From **Android**: - From Settings, select 'Add your account'
1. Enter your google email address name@msd549c.org and press NEXT
 2. On the page titled 'Medford SD 549C', enter your username with the following format and your district password
 - First.Last@medford.k12.or.us **OR**
 - 123456@student.internal where 123456 is your Student ID
 2. Press 'Sign In'


Access from HOME computer:


Please **NOTE**: You will always be prompted for credentials whenever you re-open your browser at home.

Using HelloID (recommended) from any browser:

1. Browse to the HelloID portal (<https://medfordsd.helloid.com>). This link is also available on the Medford School District Website under the Students menu.
2. On the splash screen, click on 'Login with Medford School District Account' (see **Figure 1**).
3. You will now be prompted to enter your district network credentials (see **figures 2 / 3 depending on browser**).
 - Enter msdnet\ and your Username (see below for examples) and your network password **OR**
 - Enter student\ and your Student ID (see below for examples) and your network password

[msdnet\First.Last](#) **OR**
[student\123456](#) where 123456 is your Student ID

 - Press 'Log In' or 'OK' (depending on your browser)
4. From the HelloID portal, click on the Google Apps icon  to go directly into Google Drive.

Select the Google Grid  in order to browse to your Google App of choice.


OR

Using www.google.com sign-in page from any browser:

1. Enter your google email address name@msd549c.org and press NEXT
2. On the splash screen, click on 'Login with Medford School District Account' (see **Figure 1**).
3. You will now be prompted to enter your district network credentials (see **figure 2 / 3 depending on browser**).
 - Enter msdnet\ and your Username (see below for examples) and your network password **OR**
 - Enter student\ and your Student ID (see next line for an example) and your network password

[msdnet\First.Last](#) **OR**
[student\123456](#) where 123456 is your Student ID

 - Press 'Log In' or 'OK' (depending on your browser)

You will now be logged on to Google Apps. Select the Google Grid  in order to browse to your Google App of choice.

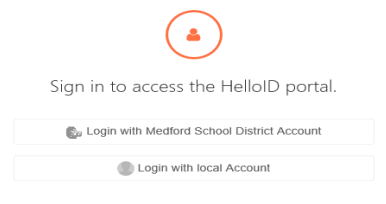


Figure 1

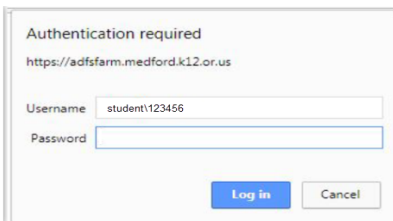


Figure 2 - Chrome

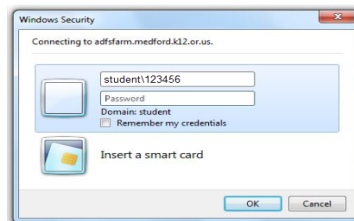


Figure 3 - Internet Explorer