

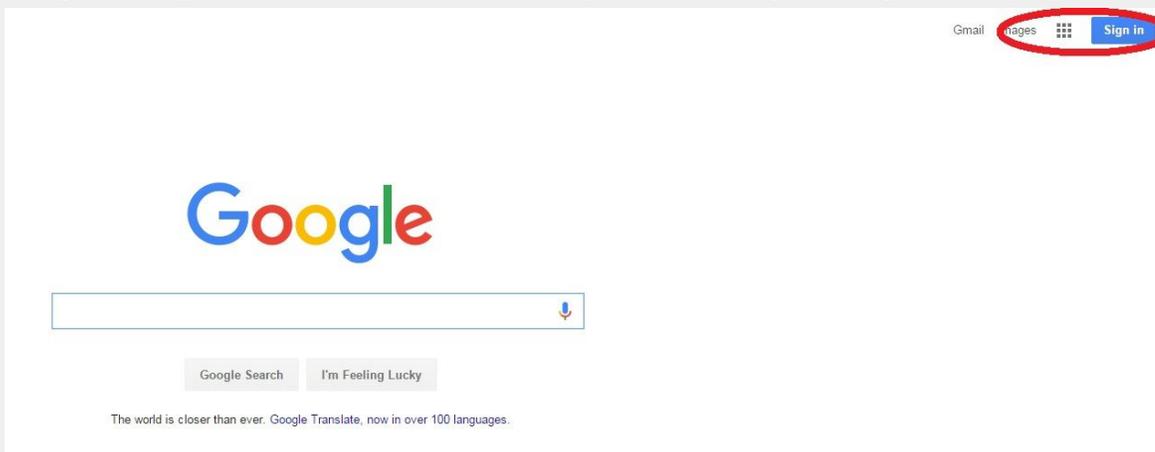
Logging Into Bloomfield Google Domain

To access most documents within the Bloomfield Google Domain, you must be logged into that domain, not your personal Google account.

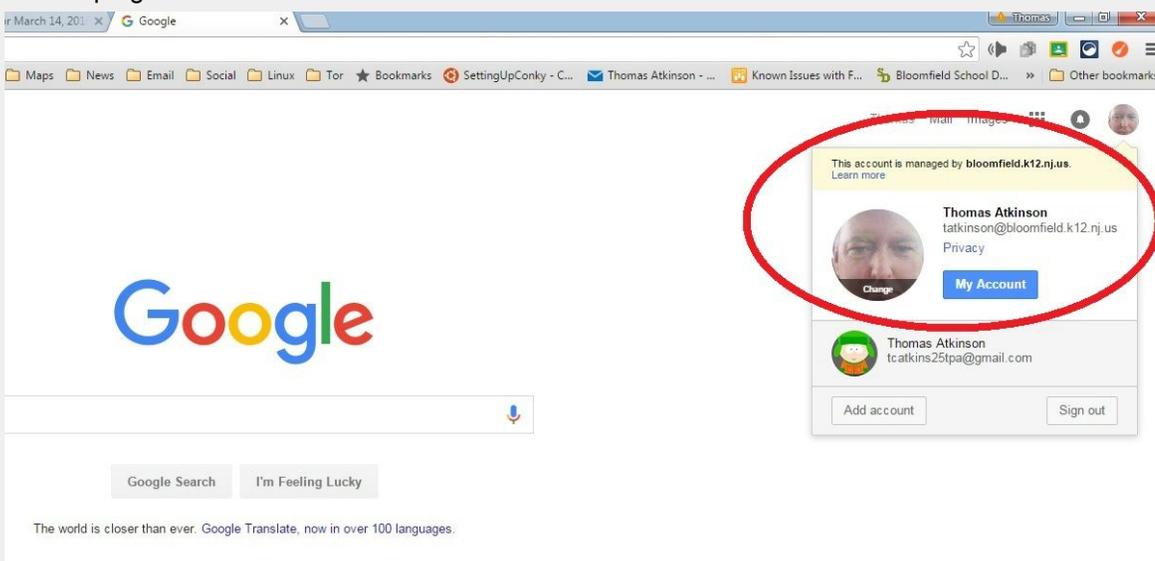
To activate your Bloomfield Google account, you must first change your network (Office 365/email) password to one that is at least eight (8) characters. You should do this by logging into a laptop or Windows computer in the school or district, and then --WHILE LOGGED INTO THE COMPUTER-- press Control-Alt-Delete and follow the on-screen directions for changing your password.

Once your password is changed on the network, it should take immediate effect in Google. If not --IF YOUR NEW PASSWORD DOES NOT WORK-- try your new password, then the default password, to log in, until the password synch completes.

To log into Google, launch the Chrome browser on your computer, go to Google (www.google.com) and log in.



To see what account you are currently using, go to Google (www.google.com) in your Chrome browser, and look at the icon at the top right:



In the example above, I am logged into tatkinson@bloomfield.k12.nj.us. If I want to switch to my personal account, I can. But the icon current at the top right is for my Bloomfield.

If I am not logged in to the correct account, I can click on “Add account” and log into my Bloomfield account ---**REMEMBER: YOU MUST MANAGE YOUR PASSWORD WITHIN THE DISTRICT, BY CHANGING YOUR PASSWORD TO ONE THAT IS AT LEAST EIGHT (8) CHARACTERS---**

Another way to set the account in Chrome is to go to the Settings  at the top right of most screens, and make sure that the correct account is set there. Click on the icon and then Settings.

Below you can see that I am signed as tatkinson@bloomfield.k12.nj.us. If I were not, I could disconnect from whatever account I was using and sign-in with the correct one:

