

From the IT Administrator

Accessing Online Work

During the days ahead, until we return to school, PCLC students will work from home to complete assignments and interact with their teachers. Many of the assignments will be online. Some students have already registered their devices at home so that they can log into their school emails and access school work. If any student has not registered a device at home, here is how to do so.

In order for students, Kindergarten through 12th grade, to access their work, each student will need to log in using their school email address and password. Each PCLC teacher has a list of their homeroom's email addresses and their passwords. Ms McCoy, the IT Administrator, can also be emailed (lmccoy@phoenixclc.org) if a password is needed.

For the Phoenix High school students, if a password reset is needed, send an email to Ms. McCoy. French students will be able to access their French class once they sign in to their email account and click on the link sent to them by Mrs. Abouzahra.

Once a student tries to log into their account, one of two things will happen:

- (1) Google will simply log the student in, the page will display the student's email, and just like in the classrooms, students click on Google apps(this will be in the upper right hand corner, nine gray dots forming a small square, in between the question mark icon and the G suite logo) and access whatever classes they may need through google classroom, or
- (2) students will get a notification stating that they have to download the Google Apps Device Policy app. In this case, go to the play store (android) or apple store (Apple), search for Google Apps Device Policy and accept the terms.

Ms. McCoy will receive a notification to approve the student's request to work from their device at home. Once approved, students will be able to log into their account and work on class work. Ms. McCoy will check hourly for pending log in requests.

Things to keep in mind:

- Ms. McCoy, IT Administrator, can be reached through email at lmccoy@phoenixclc.org
- Staff and students will need to go to google.com, then select 'sign in' in the upper right hand corner in order to access their account.

Stay safe and healthy!!