

Updated 6/26//18 New BUSD Staff Google Log-in and Portal Tutorial**Part 1: To Sign into a BUSD computer for the first time**

- 1) Sign into your work computer with the following:
Username: first.last
Temporary Password: bonsalltemp
- 2) Type in an original password

Part 2: Sign into Google for the first time

- 1) Visit www.google.com
- 2) Click "Sign In" on the top right corner
- 3) Log in with the following credentials

Username: first.last@bonsallusd.com (ex. john.doe@bonsallusd.com)

Temporary Password: bonsalltemp

- 4) To set your own, secure password, visit: <https://myaccount.google.com/security#>
- 5) Sign in again with your @bonsallusd.com google account and temporary password: bonsalltemp
- 6) Scroll down to the "Signing in to Google section"

Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Password & sign-in method


Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

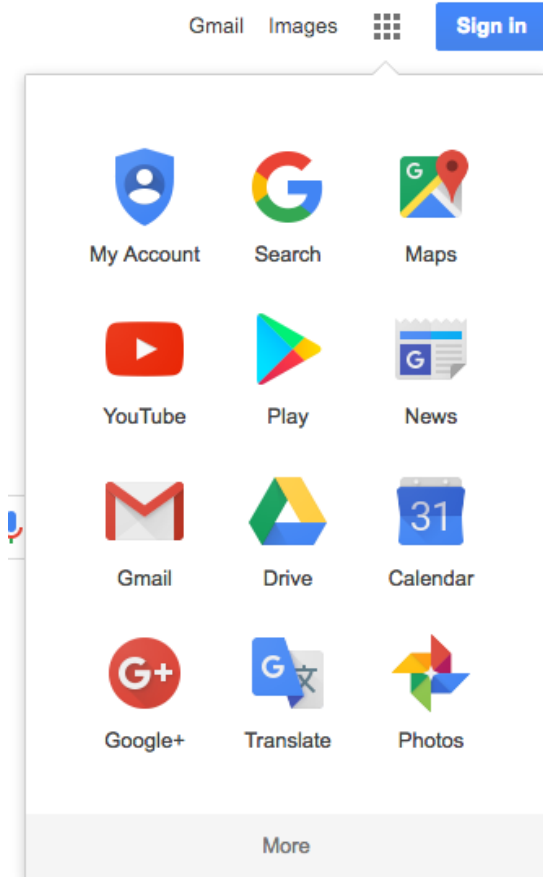
Note: To change these settings, you will need to confirm your password.

Password	Last changed: Just now	>
2-Step Verification	Off	>

- 7) Click on the arrow icon (>) next to Password
- 8) Create a new password (minimum of 8 characters), type the same password in the second box to confirm
- 9) Keep the password somewhere safe in your records in case you need to reference it in the future.

Selecting Google Apps

- 1) Visit www.google.com
- 2) Click on the rubik's cube icon  at the top right of the page
- 3) Select the Google app you desire from the dropdown menu



More Info:

- You can now log into Google directly from www.gmail.com, drive.google.com, calendar.google.com, or google.com
- Having trouble logging into Gmail on your phone? You may need to update your phone settings with your new Google password

Still have questions?

Email Erik Egan, erik.egan@bonsallusd.com.