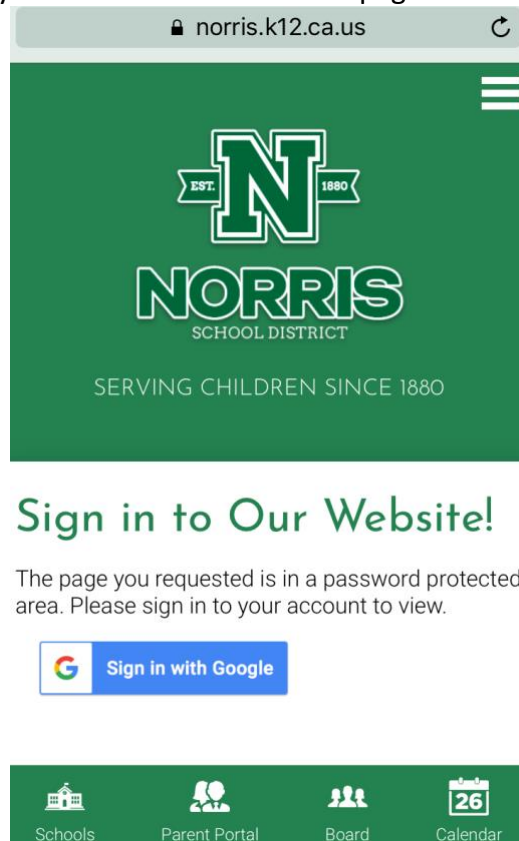


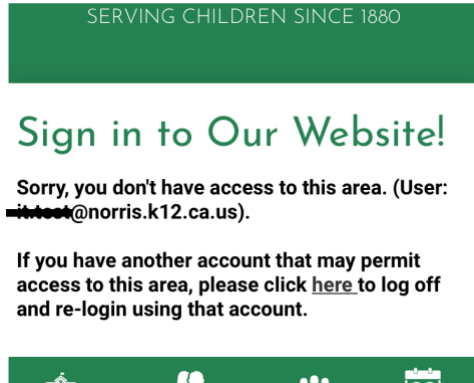
1. On your device, go to the internet and go to the district office page at: norris.k12.ca.us
2. Select the hamburger icon(3 bars) on the top right of the screen and go to “Resources” and then “Internal Resources”



3. Once you've done that you should be directed to a page that looks like this:

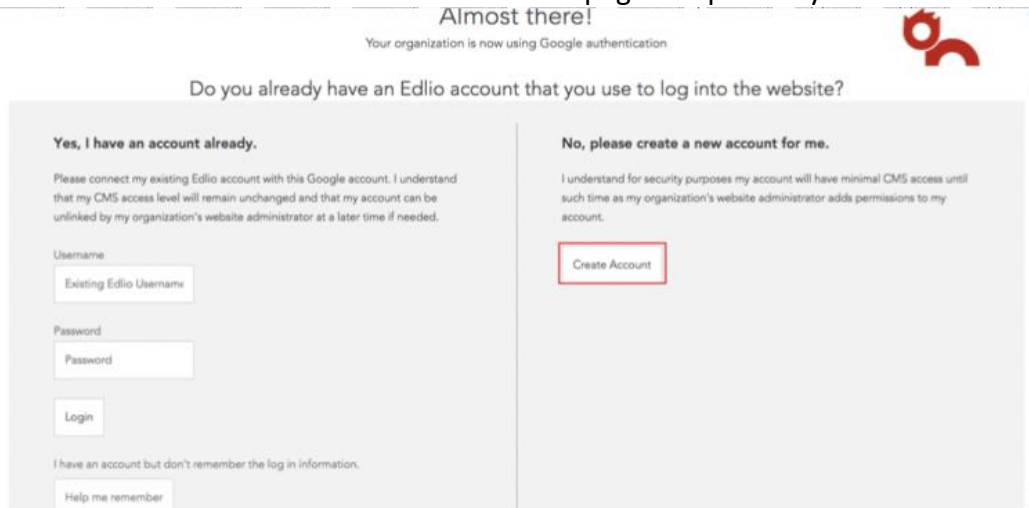


- Select the "Sign in with Google" button and if prompted, log in with your Norris email account(first.lastname@norris.k12.ca.us).
- If for some reason you see this error on your screen:

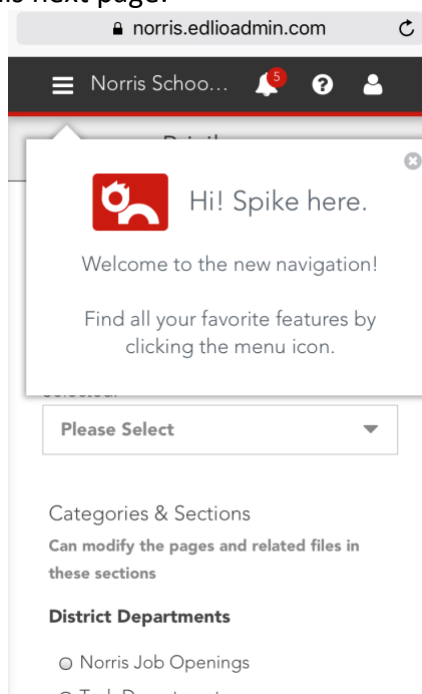


You will need to contact IT to continue with logging in.

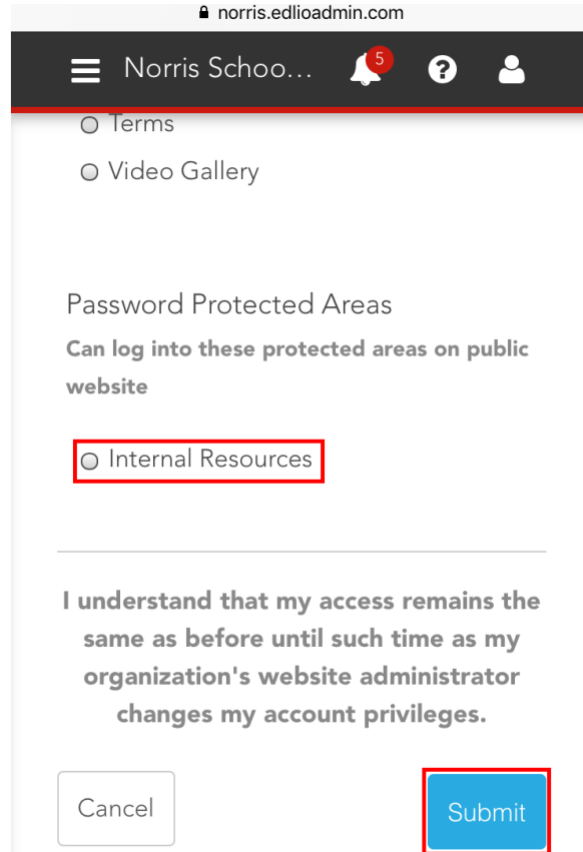
- Next you will see a page that looks like the following where you will select "Create Account" over on the right hand side. If you are on a mobile device, you may need to scroll over or down to see this button since the page will probably be shrunken down.



- You will then be taken to this next page:



8. Scroll all the way to the bottom and then select the “Internal Resources” checkbox. And then hit “Submit”



The screenshot shows a mobile web browser interface for 'norris.edloadmin.com'. At the top, there is a navigation bar with a hamburger menu icon, the text 'Norris Schoo...', a notification bell icon with a red '5', a question mark icon, and a user profile icon. Below the navigation bar, there are two radio button options: 'Terms' and 'Video Gallery'. Further down, there is a section titled 'Password Protected Areas' with the text 'Can log into these protected areas on public website'. Under this section, the 'Internal Resources' radio button is selected and highlighted with a red rectangular box. Below this, there is a bolded statement: 'I understand that my access remains the same as before until such time as my organization's website administrator changes my account privileges.' At the bottom of the form, there are two buttons: a 'Cancel' button on the left and a 'Submit' button on the right, which is highlighted with a red rectangular box.

9. Once you’ve submitted the request, technology will be notified to link your account and you will be granted access to the internal resources section. This process is normally quick, but could take up to a day to go through. Once logged in you will be able to see the “Online Forms” section.