



# CCHS – How to Log into.....

## Google Suite

Students at CCHS benefit from the flexibility offered through the Google Suite of Programs. Documents, presentations, lesson notes, tasks and learning resources are readily available for students to use both within school and at home.

Students' files are stored on their personal Google Drive, along with files shared with them by teachers.

The Google Classroom facility offers a link between teachers and students and is utilised in numerous lessons.

Lessons content is regularly shared by teachers through Google Classroom.

Students can often recap lessons at home or complete tasks set at home if absent.

Google Docs, Slides and Sheets enable students to work online to complete work without the need for software to be installed locally on personal computers or tablets.



G Suite



Google Drive



## How to Access Google Suite

[username@countyhigh.org.uk](mailto:username@countyhigh.org.uk)

Password = Network Password

To log in to the school's Google Suite, students use their school network username followed by @countyhigh.org.uk in the format: [YYSurnameFirstinitial@countyhigh.org.uk](mailto:YYSurnameFirstinitial@countyhigh.org.uk)

'YY' is the last two digits of the year when the student was in Year 7, followed by their Surname then First Initial (no spaces).

### **School Year 2018/19**

	YY
Year 7	18
Year 8	17
Year 9	16
Year 10	15
Year 11	14
Year 12	13
Year 13	12

The password is the same as used to login to the school's computer network, as they are synchronised.

Students are able to log into their school Google account from any computer or tablet at school or at home.

*(Please note that CCHS students also have a Microsoft 365 account, including a school email address, in a similar format but with the extension @countyhigh.co.uk – See the Office 365 help sheet for further information)*