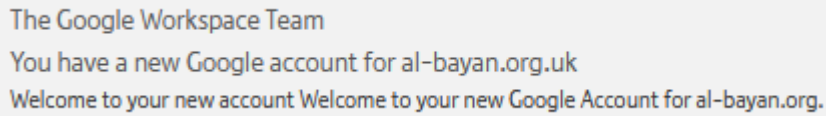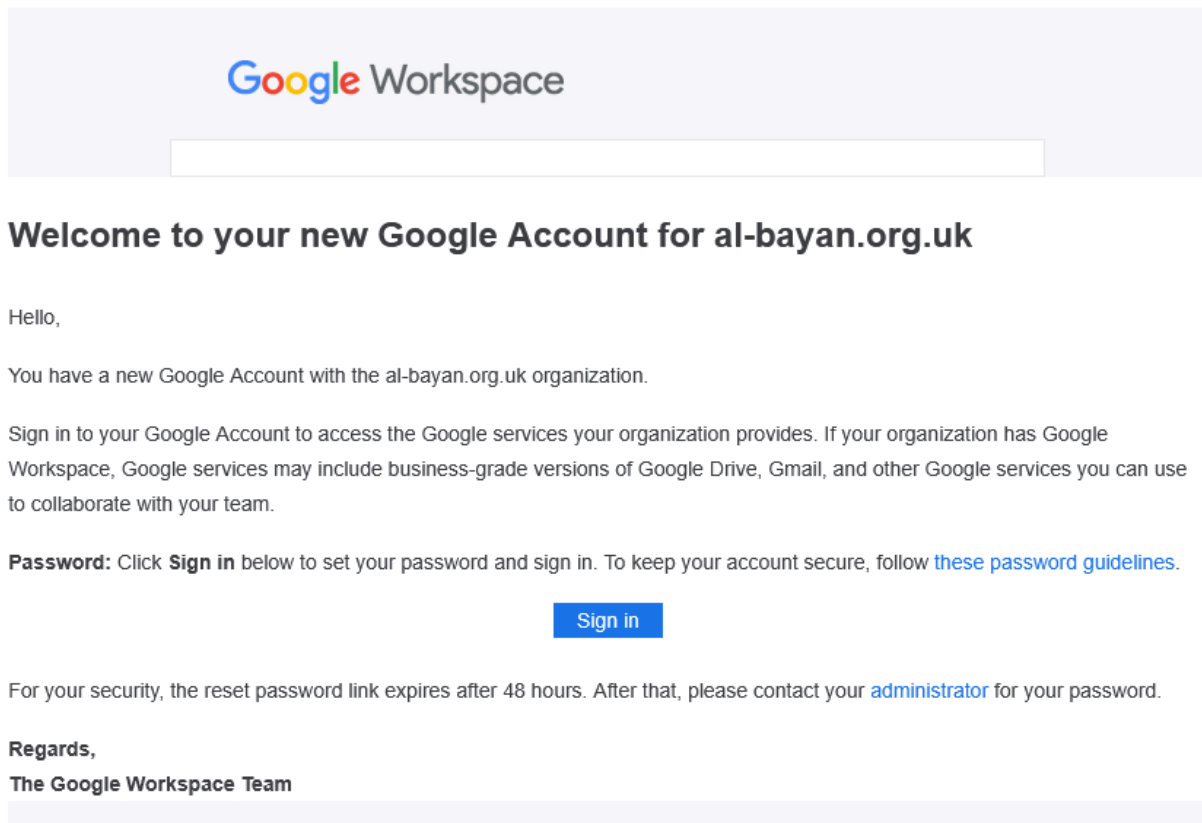## Google Workspace / Classroom Guide

1. You will soon receive an email from **'The Google Workspace Team'**, which will look similar to the examples shown in the images below:

2. When you open the email, it will appear as shown in the image below. Please click on the **'Sign in'** button to proceed.

Welcome to your new Google Account for al-bayan.org.uk

Hello,

You have a new Google Account with the al-bayan.org.uk organization.

Sign in to your Google Account to access the Google services your organization provides. If your organization has Google Workspace, Google services may include business-grade versions of Google Drive, Gmail, and other Google services you can use to collaborate with your team.

Password: Click **Sign in** below to set your password and sign in. To keep your account secure, follow these password guidelines.

Sign in

For your security, the reset password link expires after 48 hours. After that, please contact your administrator for your password.

Regards,
The Google Workspace Team

3. You will then be redirected to Google's website, where you'll need to review and accept the terms and conditions. In the third-to-last paragraph, you will see your new username, which you'll use to log into the **Homework** section on Google Classroom.

4. On the next page, you will be prompted to create a new password, which you will use to access your new account.

Google

Change password
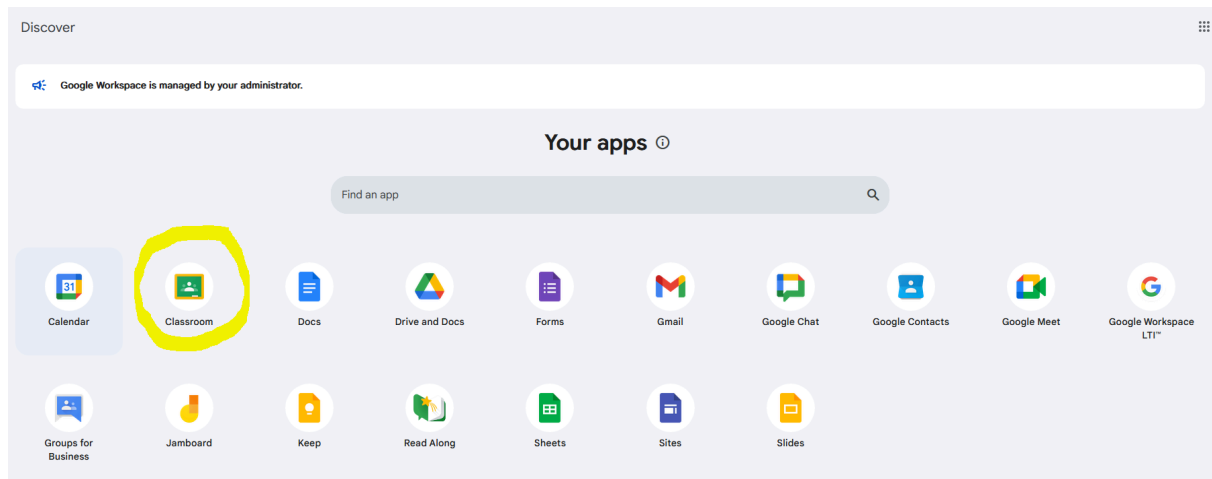
Find out more about choosing a smart password

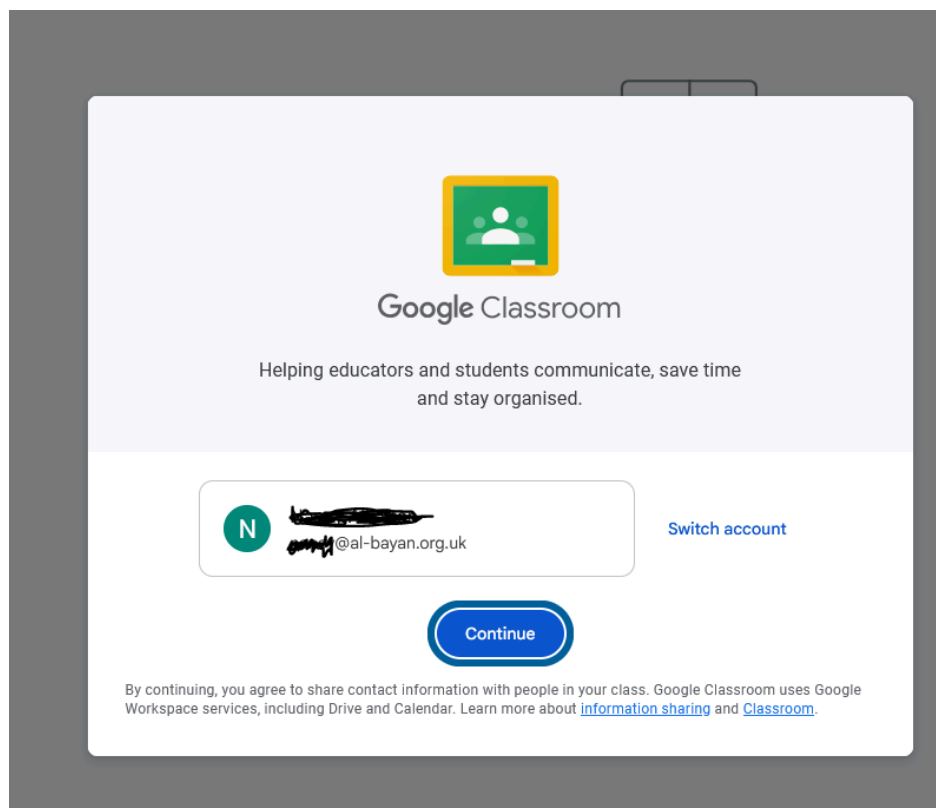Create a new, strong password that you don't use for other websites

Create password

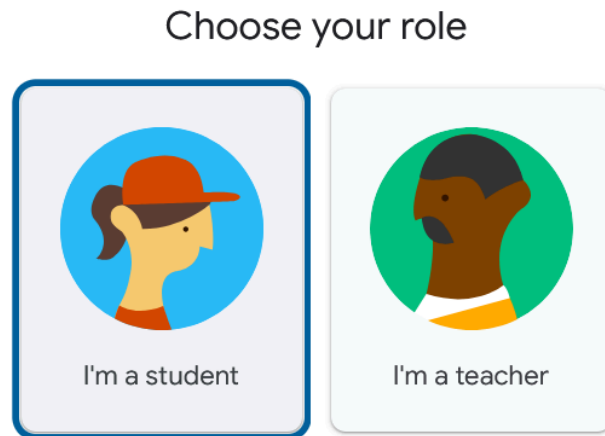**Confirm password**

Change password

5. After creating your password, you will be automatically logged into your account. From there, you will see different options available. To continue, select the **'Classroom'** app.

6. After selecting **'Classroom'**, a pop-up box will appear. Simply click the **'Continue'** button to proceed.

7. Next, choose your role by selecting either **'Student'** or **'Teacher'**.

8. Once you are in the Google Classroom environment, you will see a **'Homework'** class with the option to **'Join'**. After clicking **'Join'**, you will be able to access and participate in the Homework class.