

## Logging into GSuite - Students

This guide will take you through the login process for logging into GSuite applications & how to setup your Chrome browser to make future access more simple and easy to use.

Before we begin we will need to make sure you have the following:

- Your login details for Mount Erin College

This is the same as your login for your school computer / compass etc.

**Example:**

User: ABC0001

Pass: Password1

- Google Chrome web browser  
Chrome is made by Google and works best for the GSuite content.

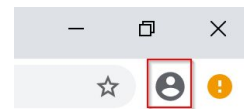
You can obtain chrome at: <https://www.google.com/chrome/>

## Setting up Chrome

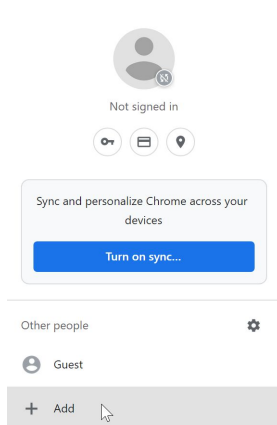
Chrome allows users to create multiple profiles to allow multiple Google accounts and settings to be used without conflicting with each other.

### Create a school profile

On the top right of the chrome web browser click the Person Icon

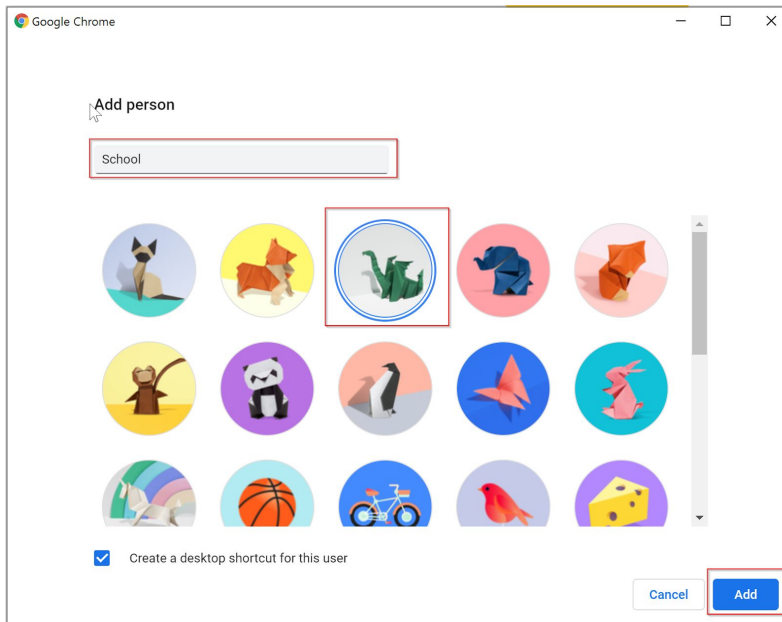


Click the + Add down the bottom of the dialog box. This will allow us to add another profile and not interfere with any personal chrome setups



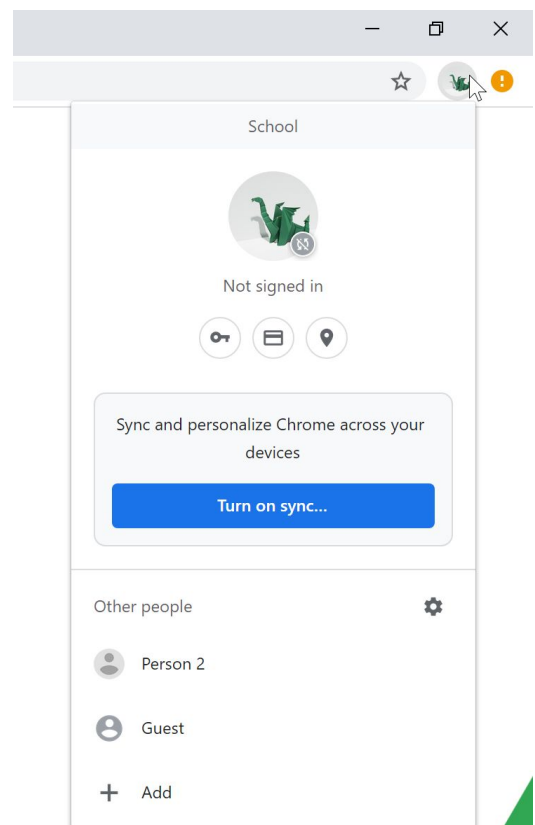
## Add Person

You will need to input a name, school a picture  
It is recommended you name this Profile **School**



When added the profile will show in the top right corner.

If you have other profiles you can swap between them by clicking their name under "Other people"



## Sign into Mount Erin Gsuite

Go to the following link:

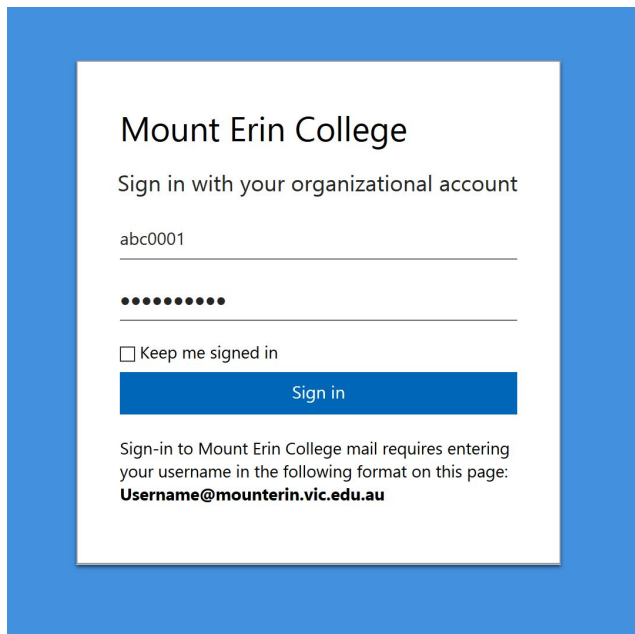
<http://bit.ly/2TVSv0g> (This is a link to the new Intranet page)

This will take you to a login page:

Sign in with your school email address. It will be in the following format

[username@mounterin.vic.edu.au](mailto:username@mounterin.vic.edu.au).

E.g. If your username was ABC0001, your email will be [ABC0001@mounterin.vic.edu.au](mailto:ABC0001@mounterin.vic.edu.au)



Mount Erin College

Sign in with your organizational account

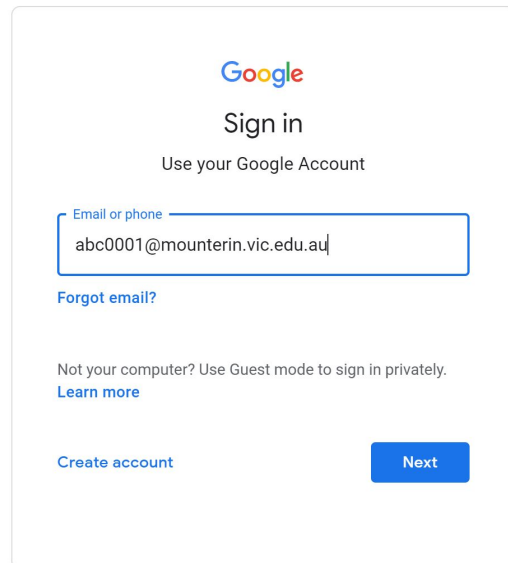
abc0001

.....

Keep me signed in

Sign in

Sign-in to Mount Erin College mail requires entering your username in the following format on this page:  
**Username@mounterin.vic.edu.au**



Google

Sign in

Use your Google Account

Email or phone

abc0001@mounterin.vic.edu.au

Forgot email?

Not your computer? Use Guest mode to sign in privately.  
[Learn more](#)

Create account

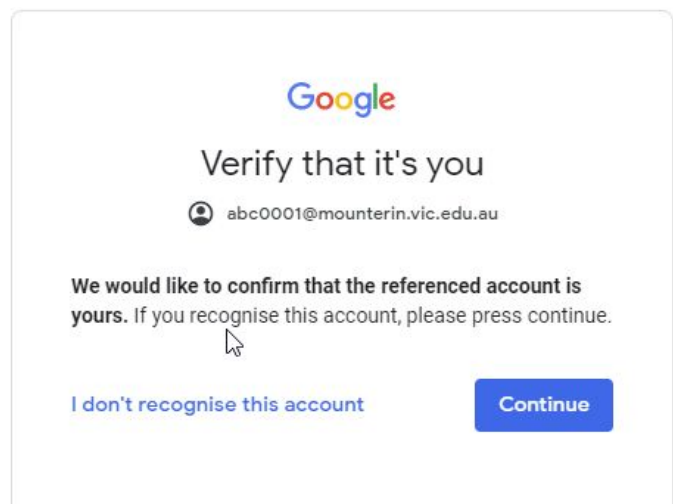
Next

On the next screen you will be asked to sign in with your Mount Erin login

This is the same login as you would use for Compass.

You may be asked to verify your login

Make sure that it's you!



Google

Verify that it's you

abc0001@mounterin.vic.edu.au

We would like to confirm that the referenced account is yours. If you recognise this account, please press continue.

I don't recognise this account

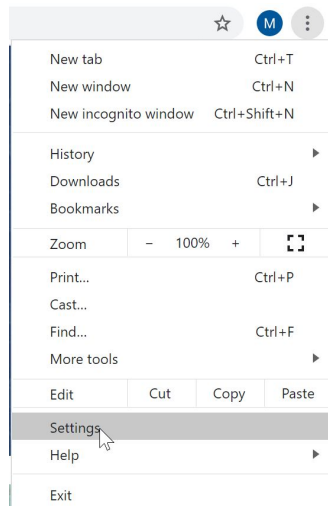
Continue

## Setup Homepage & Bookmark

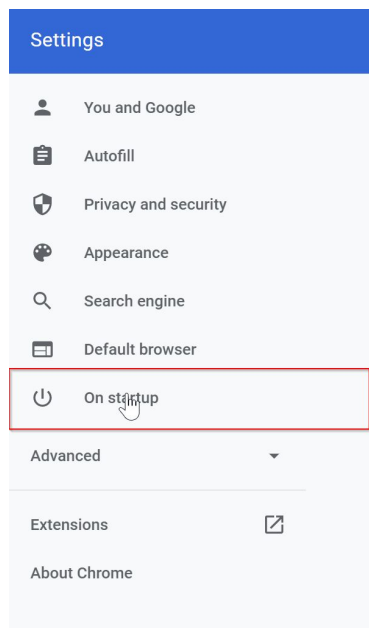
Next we'll setup the Home pages and Bookmarks

### Home pages

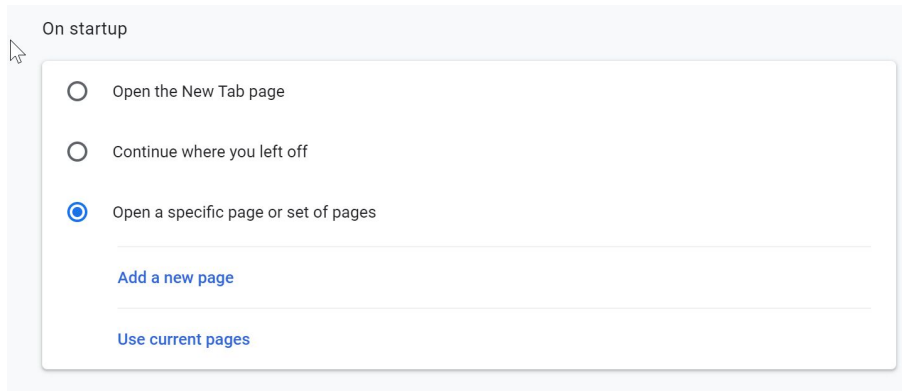
1. Click the 3 Dots at the top right and select Settings



2. In the Settings menu  
Select "On startup" from the left hand side.



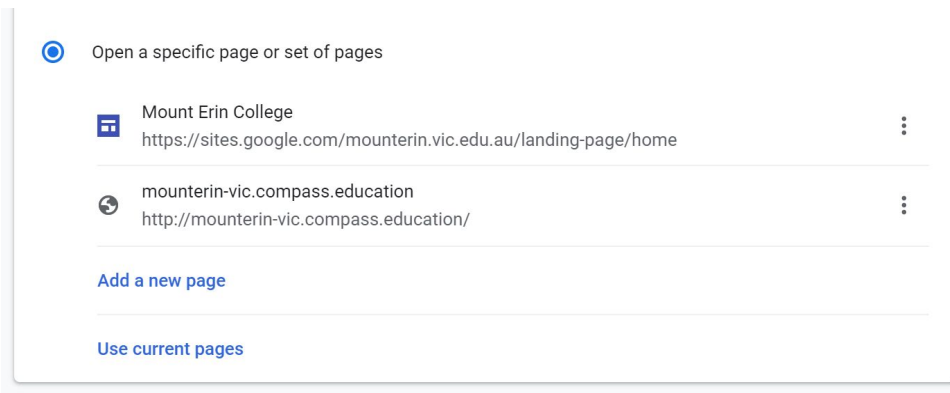
You can click “Use current pages” and it will automatically add current opened pages



Otherwise hit Add a new page and add both:

<https://sites.google.com/mounterin.vic.edu.au/landing-page/home>

<https://mounterin-vic.compass.education/>



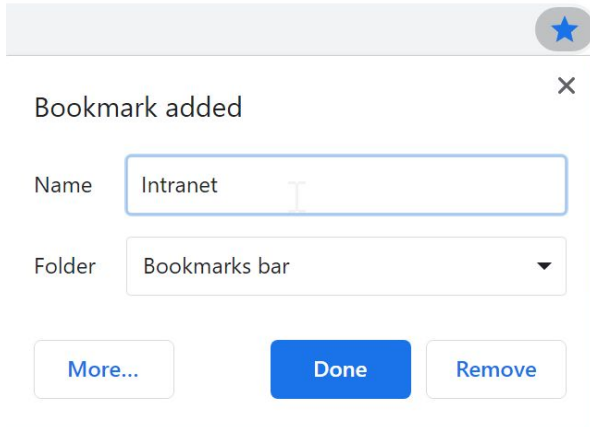
## Bookmarks

Creating Bookmarks in Chrome is easy!  
Just hit the Star on the right hand side



Let's do this now

On the Mount Erin Intranet page, hit the Star and rename it to Intranet.



Do this again for Compass

Go to <http://mounterin-vic.compass.education> and click the Star

Rename it to just Compass

We can enable the **Bookmarks Bar** in Chrome to give us quick access to these all the time.

Go to Settings under the 3 Dots at the top again.

Under Appearance, enable the Show bookmarks bar. Done!

