

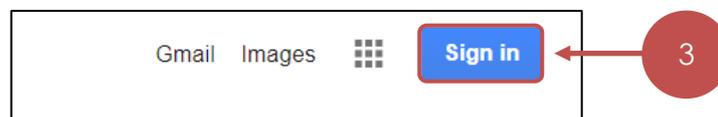
Accessing the OAC Google Environment

1. Go to <https://www.google.com>
2. Look in the top-right corner. If there is a blue Sign In button, see **Section 1**.
If there isn't a blue Sign In button, see **Section 2**.

Section 1: If there is a blue Sign In button

This indicates that you aren't signed into Google with a Google account. This section will step you through the process of signing into Google with your College Google account.

3. Click on the **Sign In** button in the top-right corner of the window.



4. If you're prompted with a screen that says "Choose an account"
Click on **Use another account**
5. In the **E-mail or phone field**, type in your College Google account username and click **Next**.
6. In the Password field, type your College Google account password and click Sign in.

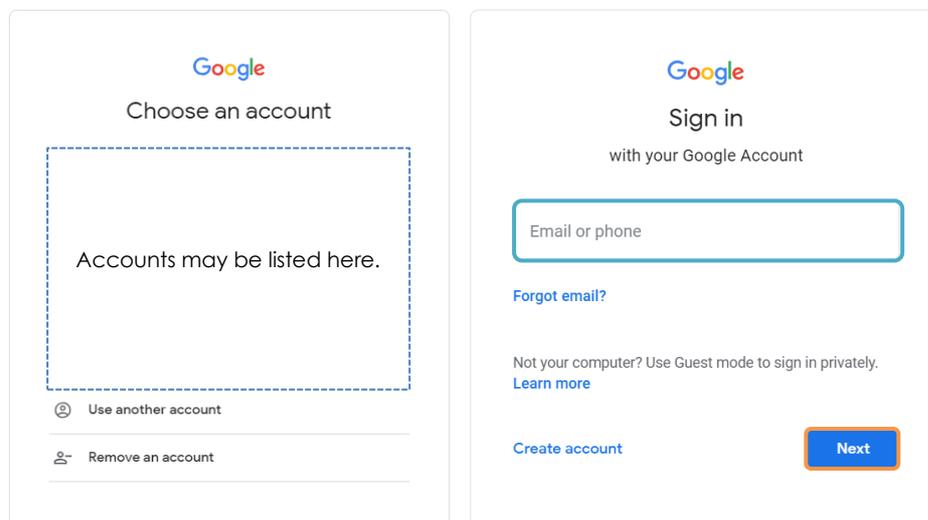
Students: **E-mail or phone:** idnumber@openaccesscollegesga.com
(where **idnumber** is your student ID number)

Password*: Date of birth in YYYYMMDD format
(default unless changed)

Staff: **E-mail or phone:** firstname.lastname@openaccesscollegesga.com

Password*: Your Google password

* If you require a password reset, contact Learning Technology for assistance



Section 2: If there isn't a blue Sign In button

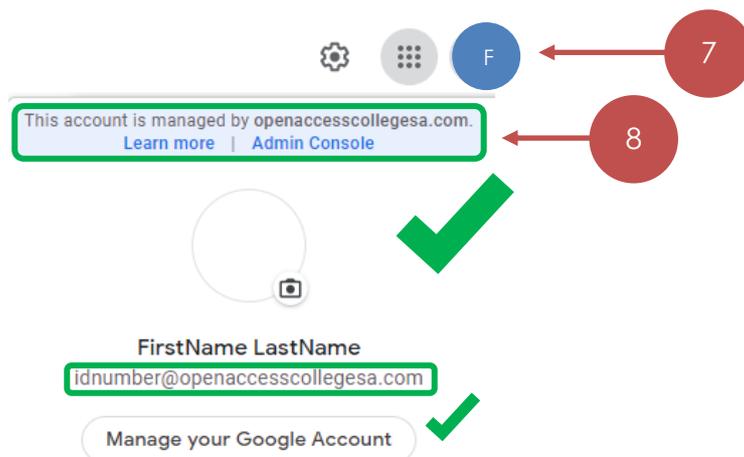
This indicates that you are signed into Google with a Google account. This section will step you through the process of signing into Google with your College Google account.

7. Click on the **top-right icon**. A pop-up menu will appear displaying the account that is currently logged in.

Please note this may vary depending on who is signed in. By default, it's a coloured circle with the first initial of your name.

8. If there **is** a blue bar displayed at the top of the pop-up menu, with the message "**This account is managed by openaccesscollegesga.com**", this indicates that you're signed in with a College Google account.

If there **isn't** a blue bar displayed at the top of the pop-up menu **OR** the account logged in isn't yours (e.g., a sibling), you will need to sign out and sign in with your College Google account (see Section 1)



Further assistance

If you require further support with accessing the OAC Google environment, please contact OAC Learning Technology Services on (08) 8309 3500 opt 3, Monday to Friday, 8:00 am to 4:00 pm daily excluding public holidays.