Updated Google Drive Access Directions for Students Requiring New Passwords

The biggest hurdle people have faced is getting into the DPS Google Drive. You must log out of your personal Google Drive in order to get into the DPS Google Drive. Alternately, you can just use a different browser. The second hurdle is knowing a student's login credentials. The standardized MMDD password is based on a student's birthday. However, any student needing a password going forward will need to follow the new password protocol.

Durham's password protocol:

-minimum of 6 characters
-at least 1 character from 3 of these 4 categories:
    * uppercase letter
    * lowercase letter
    * number
    * special character

Once you have chosen a password, contact Ms. Alston (email below) or your teacher. Ms. Alston will set the password.

Below are the steps one would take to login once everything is in place. Before you begin, please log OUT of your personal Google accounts OR use a different browser.

1. From the Y. E. Smith homepage, hover over the top "tab" titled REMOTE LEARNING. Click on the REMOTE LEARNING page GOOGLE CLASSROOM CODES BY GRADE LEVEL.
    a. Here you will find the classroom code for your teacher's class. Write it down for later use.

2. Hover above REMOTE LEARNING again. Go to VIRTUAL CLASSROOM INFORMATION.
    a. The first image contains the virtual learning schedule.
    b. The schedule below it contains a direct link to the actual class that takes place during that scheduled time. The same link is used each and every time the class meets.

3. Hover above REMOTE LEARNING. Go to DPS GOOGLE LOG-IN LINK.
    a. Here you will be asked to log in using your credentials. Your login name is not case sensitive. If you are ever asked to use your "email" instead of your login name, just add "@dpsnc.net" to your login name.

4. Successfully logging in "should" land you on your Google Drive page. From there, you will see (in the right-hand corner) a square made out of nine smaller squares. Click on that square.

5. Once you have clicked on that square, you "should" see an icon for "Classroom." If you do not, repeat steps 3 and 4.

6. Once you have clicked on Classroom, you will see to the mid-right of the screen a plus sign that will give you a choice to "join" or "create" a class. You will join your class with the code that you wrote down from step one.

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