



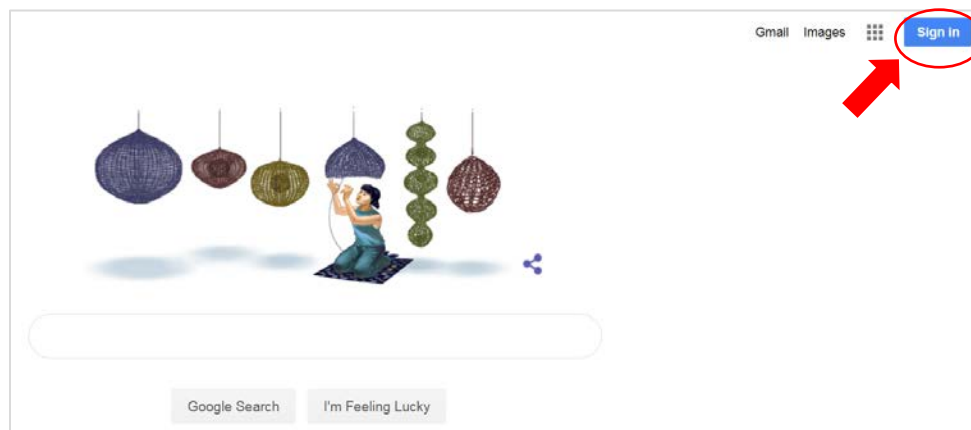
Getting Started with Google

Welcome to your new Google @k12.hi.us account

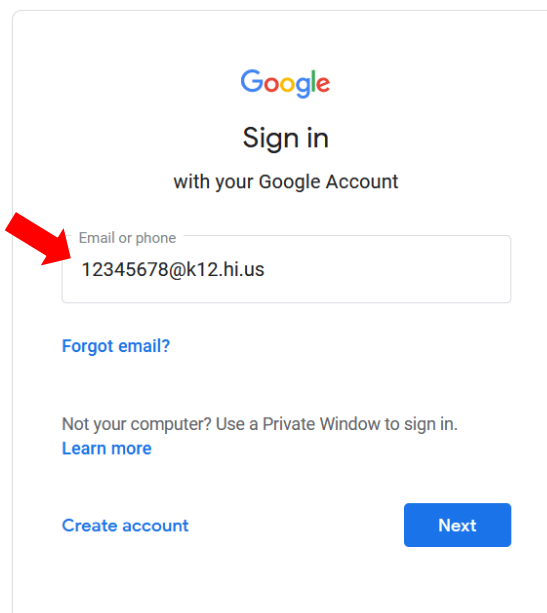
The following steps will get you started so you can explore the features and functionality your new Google account offers.

Step 1: Go to www.google.com

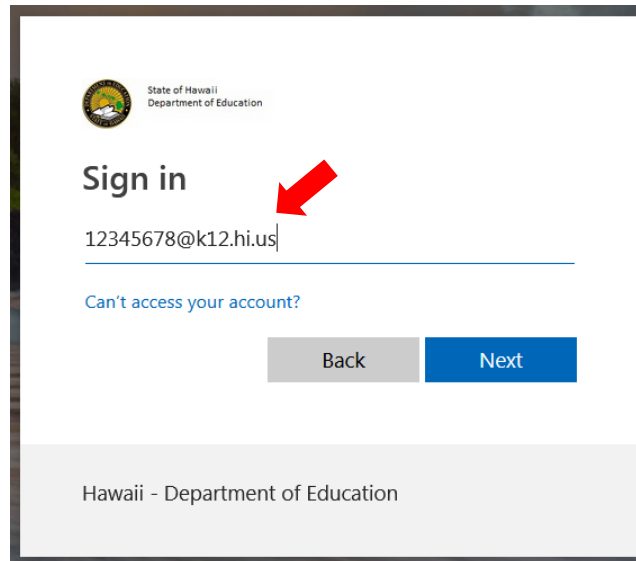
Step 2: At the Google home page, click on the *Sign In* button on the top right of the screen.



Step 3: At the Sign In prompt, enter your Google username. Your user name is your employee ID followed by @k12.hi.us. Then click on *Next*. You will be navigated to HIDEOE's sign in page.



Step 4: Re-enter your username and click *Next*.



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Sign in

12345678@k12.hi.us

[Can't access your account?](#)

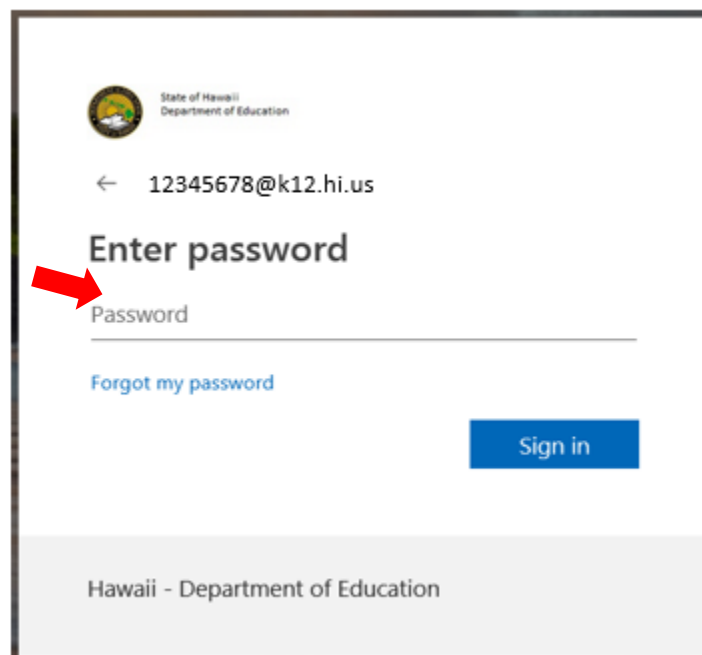
[Back](#) [Next](#)

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Step 5: At the next screen, enter your password and click *Sign In*.

If you are an Infinite Campus (SIS) user or have logged into the IT Help Desk ticketing system (ServiceNow) to create a ticket, the password is the same.

If you do not remember your password, you may contact the IT Help Desk at (808) 564-6000 or HATS (8-1-808-692-7250) to request a password reset or to get your default password.



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← 12345678@k12.hi.us

Enter password

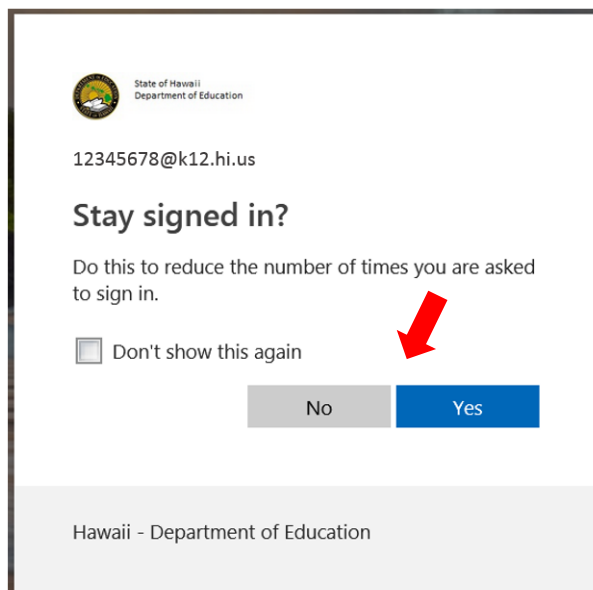
Password

[Forgot my password](#)

[Sign in](#)

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Step 6: At the *Stay Signed In* screen, you may choose either option by clicking on *No* or *Yes*.



Step 7: You will be navigated back to the Google home page, where you will be signed into your Google account and will be able to start exploring the features and functions available to you.

Note: Google training will be offered to Department of Education employees in the next few weeks. An announcement will be provided in Memos & Notices and on the HDOE Google Information Site at <https://sites.google.com/k12.hi.us/qsuite/>
