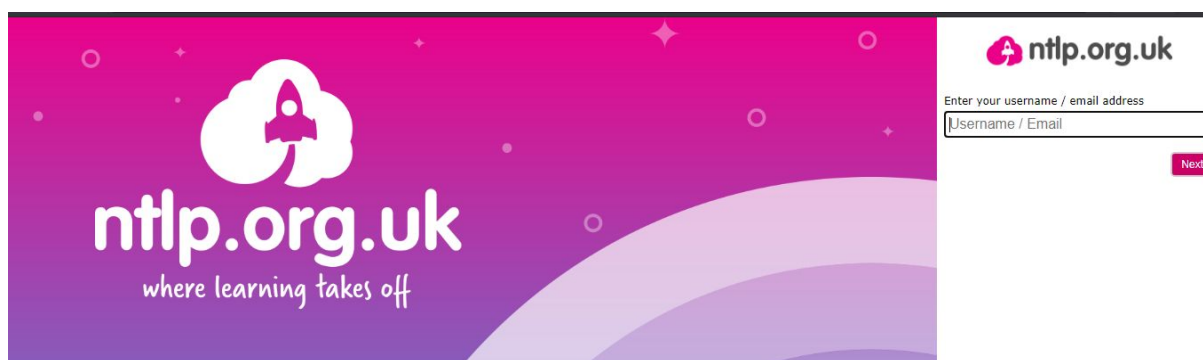


## How to access Google Classroom using your NTLP email Account

1. Open google chrome web browser

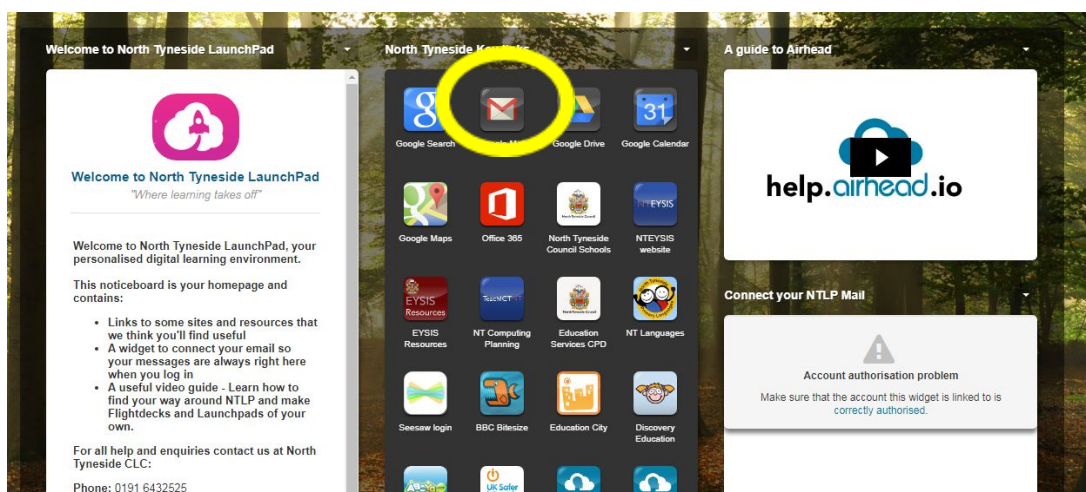


2. Type in 'ntlp.org.uk' and enter your screen should look like this:



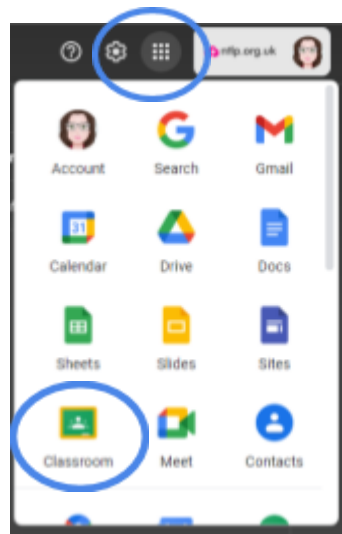
3. Type in the username given to you on your card. It will be your first name 'dot' surname @ntlp.org.uk. Make sure to check if you have a number after your name. E.g. **firstname.surname@ntlp.org.uk**
4. Click Next and enter your password.
5. **ONLY COMPLETE THIS STEP IF YOUR CHILD DID NOT COMPLETE THIS IN SCHOOL.** Type in the password that is on your card. If this is the first time you are accessing the ntlp then you will be prompted to change your password. We are asking that you use a name of someone close to you that you can accurately spell followed by your door number. Write this hint down so that you don't forget it. **(YOU WILL NOT NEED TO CHANGE IT EVERY TIME YOU LOG IN)**

6. Then click next. You will come to 'airhead' that looks like this.

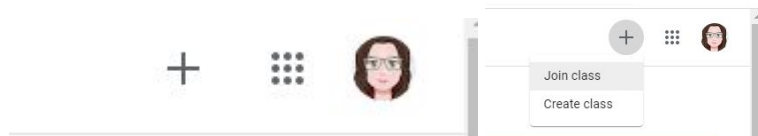


7. Click on the google mail tile (the one that looks like a white envelope with a red M.) Click the blue button to verify it is you and then scroll down through Google's terms and conditions and click accept. (This is Google's version of the Acceptable Use Policy - it will only come up the first time you attempt to access your inbox)

8. In the top right corner there are 9 small grey squares called 'the waffle' click this to find the classroom icon.



9. When you have clicked the classroom icon you will be asked to verify that it is you (if it is the first time you are logging in) so click the blue continue button.
10. If this is the first time you are accessing the classroom, there may be a greyed out world on the screen. Click the + icon in the top right hand side and select you are a student.



11. You will then be asked for a class code. Class codes will be available via the school office.

**Class code**

Ask your teacher for the class code, then enter it here.

Class code

12. Type in your class code and 'join'
13. You will now have access to the google classroom. You will not need to access the classroom every time with a code, the next time you login to the classroom the correct class will be there waiting for you. Work will appear on the 'stream' screen and you will be able to see it in the classwork tab. You may also be notified by e-mail that you have work to complete.

Work will be set daily. If you are struggling to access the ntlp or google classroom please get in touch with the school office.