

# The Harefield Academy

*Achievement through Active Learning*

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*The following Email was sent to all parents/carers today.*

14<sup>th</sup> March 2018

Dear Parents/Carers,

## G Suite Accounts

Would you please encourage your son/daughter to log onto their new G Suite Account in order to transfer files from their USB sticks. The computer ports for USB sticks will be disabled in The Academy on Friday. All students have been given a Tutorial on how to sign into their new G-Suite Account including the following instructions:

- 1) Sign into Google in the top right corner where it reads Sign In.
- 2) Put in your school email address and the default password which is **123456789**. Change this once you have signed in.
- 3) Once signed in, click on the cluster of dots in the top right corner to display the list of Google apps and click on Drive. Alternatively, once signed in to your Google account you can just type Google drive into the Google search bar.
- 4) Once on the Google drive page, right click and choose to upload files or folders. Alternatively you can open the folder location and just drag and drop your work onto the white canvas area to upload your files/folders that way.

Students will not be able to use their USB sticks after Friday 16<sup>th</sup> March so it is very important that they login to their G Suite account and upload any work they have on USB sticks or external drives.

Students have been uploading to their G Suite Accounts for three weeks now following information from their Tutors, Teachers and an email direct to their school account but unfortunately there are still a number of students who have not logged into their G-Suite Account.

Your support is very much appreciated.

Kind regards,

**Tash Moriarty**  
**Headteacher**