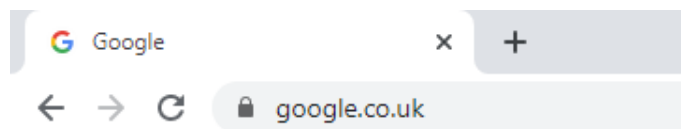




Signing In to Your Brigshaw Trust Google Account

If you are already signed in to a google account, please proceed to the next section: Adding a Second Account.

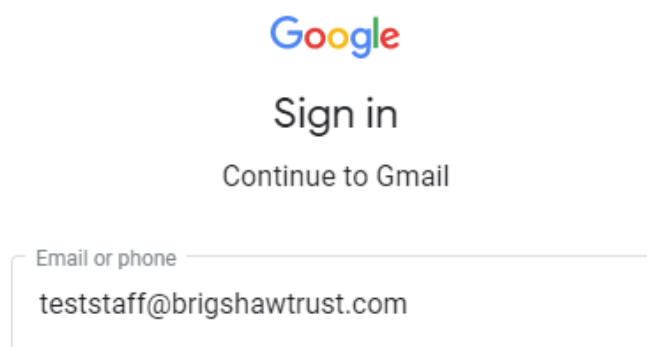
1. Navigate to google.co.uk by typing this in the address bar of your browser.



2. In the top-right hand corner, please click "Gmail". You may also click the "Apps" icon (9 dots in a 3x3 grid) and then click "Gmail".



3. Click "Sign in" in the top-right hand corner.
4. Enter your Brigshaw Trust email address into the box. You will need to type it in full. Press "Next" when you're finished.



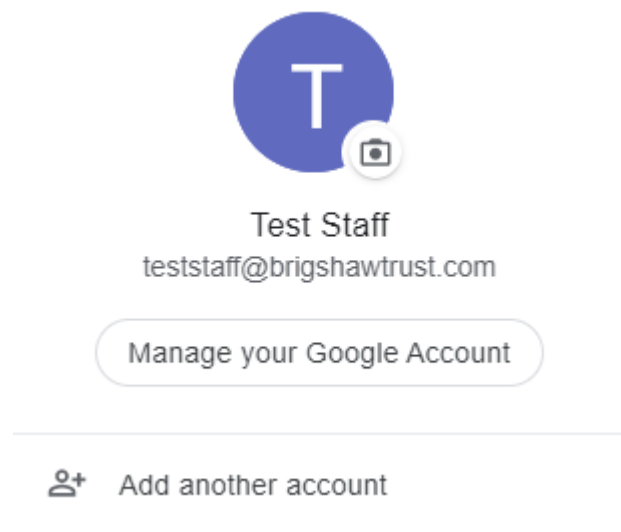
5. Type your password, then press "Next".
6. If this is your first time logging in, you'll need to set a new password. It is good practice to:
 - Make it unique to this account and not re-used anywhere else.
 - Ensure it is at least 10 characters long and includes at least three of the following: a capital letter, a lowercase letter, a number and a special character.



- Avoid choosing a common password (“Password”, “LogIn”, “Emails” etc.), making simple letter swaps (S □ \$), or using easily obtainable information about yourself, such as your birthday.

Adding a Second Account

1. Navigate to google.co.uk by typing this in the address bar of your browser.
2. Click on your profile picture in the top right. This may be a coloured background with a letter if you’ve not selected one. Press “Add another account”



3. Follow the steps in section 1 to sign in to your second account.

You may now press on your profile icon in any google service or on the google homepage to switch accounts. Click on the one you’d like to use and a new tab will be opened with your selected account logged in.

This includes the other google Apps accessible through the Apps icon, including Google Drive, Google Mail, Docs, Sheets, Slides and Calendar.

We recommend anyone with a Brigshaw Trust email account sets up 2-Factor authentication for it. If your role is in finance, safeguarding, IT, management/senior leadership, or you are a SENCO you will be required to set up 2FA. If you are in any doubt, please contact the DPO of the Brigshaw Learning Partnership.

There are help guides available in the BHS Staff Team Drive or in the Help Documents folder, accessible from your desktop. Please contact the IT Helpdesk if you require any assistance with setting up 2FA or accessing the documents.