SIGN IN TO GOOGLE TO ACCESS Google Apps
eCurriculum Programs
enVision, Wonders, Collections, & more

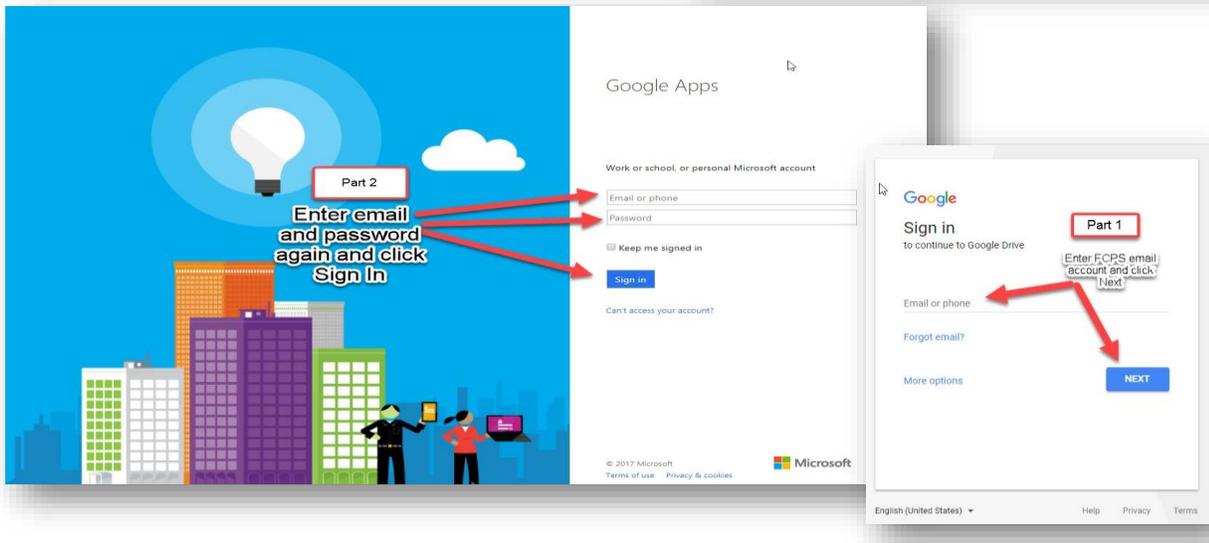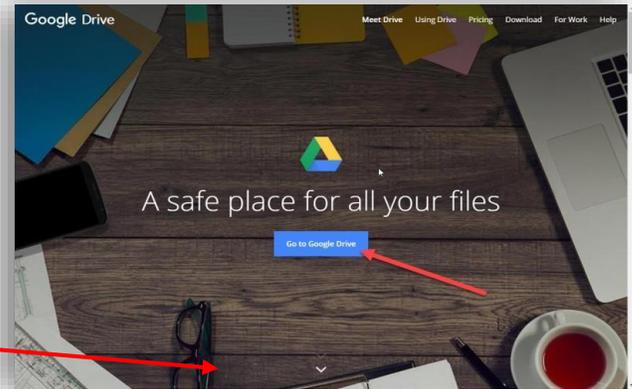## Step 1 : Sign in to your FCPS Google account

On a Chrome Book, you and your students will automatically be signed in to your FCPS Google account when you log onto the Chrome Book device.

- Open Google Chrome browser

On a Windows computer:

If you are not already/still signed in to your FCPS Google account:

- open the browser
- go to https://drive.google.com
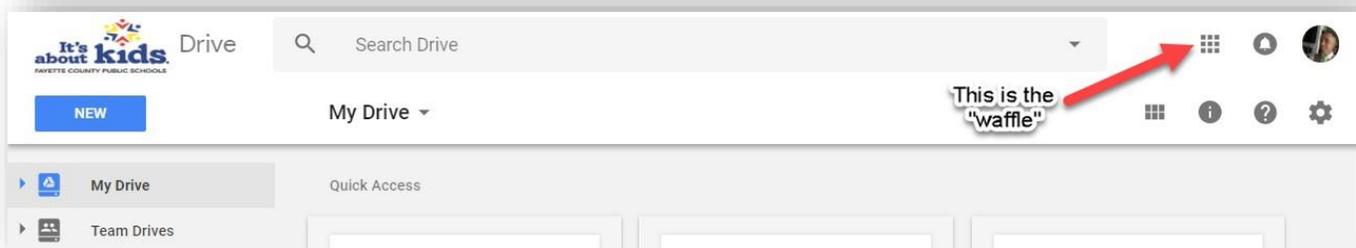- Click Go to Google Drive

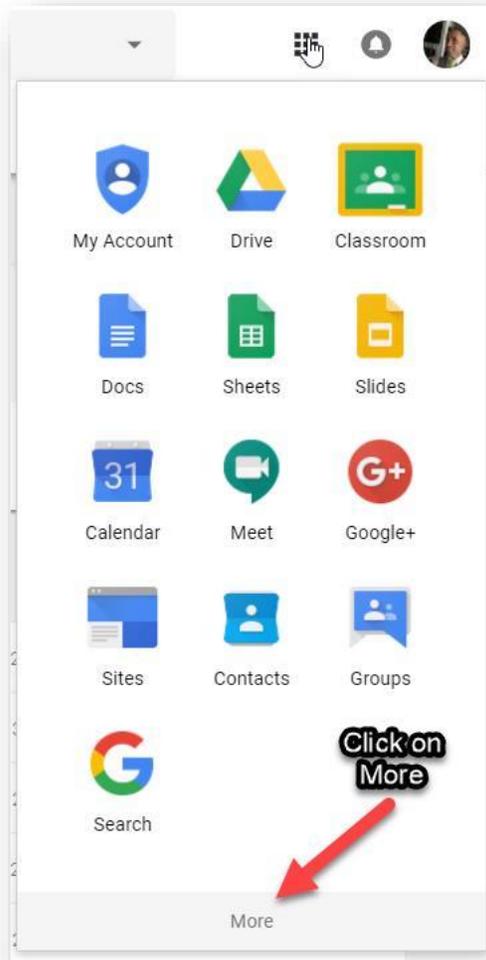- Type FCPS account credentials

Step 3:

You should now be logged in to your Google Drive. If you haven't used it before, it may be empty, or you may have files/folders stored there.

From inside Google Drive, you will click on the "**waffle**" in the right hand corner at the top.

Step 4:

When you first click on the waffle, Google tools display. You may need to click on the More link at the bottom to find the links to ConnectED (Wonders), HRW(Collections) and EasyBridge (enVision).

General Troubleshooting Steps

Check that you used correct Google Single Sign On(SSO) login procedures
(Use 'Google SSO Login directions' above)

Clear your Browser Cache (if the content is not loading properly or icon isn't loading in Google Drive).

> **Note :** Content is any part of the program/data. Eg. menus, options, classes, rosters, assignments, etc. Clearing cache is always good practice to keep ANY online content loading and working smoothly.
>
> Clearing cache regularly prevents and resolves a wide array of issues.

Typical Cluttered Symptoms: Online content is not loading properly**.** Eg. menus, options, classes, rosters, assignments, etc.

Steps to Clear Cache in Chrome, Edge or Firefox

- <Ctrl+Shift+Del>   or for Chromebooks hit <Ctrl+Shift+backspace>
- Turn on checkbox for '**Cached images and files'** or '**Cached data and files'** or '**Cache'**
- Click **'Clear Data'** or **'Clear'** or **'Clear Now'**
- SIGN OUT of any online accounts you are logged into (eg. Google, etc.)
- Close your browser. If using a Chromebook, sign out of the Chromebook device.
- Run browser, log in and try again.
- If the issue still isn't resolved, try shutting down and rebooting.