



**North East**  
Independent School District

**Division for Instruction  
& Technology Services  
Technology & Library Services**

DATE: August 16, 2016

TO: All employees

THROUGH: Dr. Pauline Dow, Associate Superintendent for Instruction and Technology Services

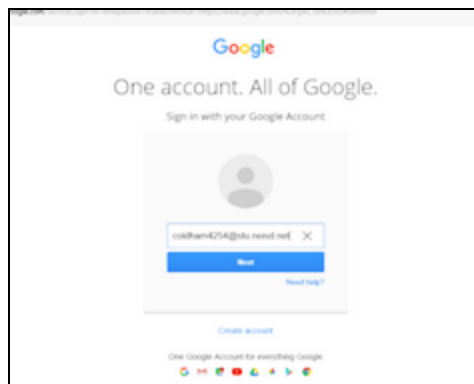
FROM: Tom Johnson, Executive Director of Technology and Library Services

SUBJECT: URGENT: Google account/Chromebook Username and Password Change

As part of the District's continuing plan to unify usernames and passwords for all digital resources, North East students and employees will be able to use their Active Directory credentials to log into their NEISD-provided Google account, as well as Chromebooks, beginning **August 25, 2016 at 5:00 PM**. Please see the following information regarding new login procedures by specific device.

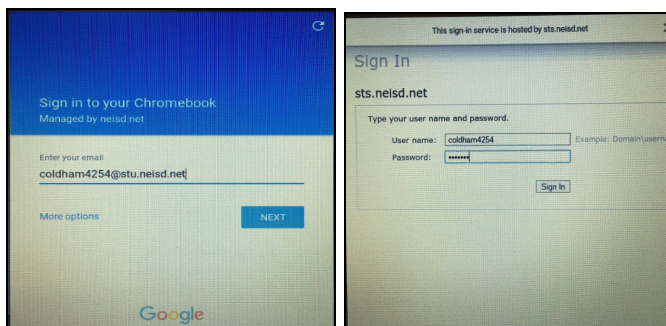
### **District Windows or Mac Devices**

Once successfully logged into a district owned device, a user must navigate to [www.Google.com](http://www.Google.com) and access the Google login screen. Once accessed, the user will enter their **full email address** and then click "Next." At that point a district login window will be presented where they will enter their "Active Directory" (AD) credentials (username and password). An end-user will experience this type of login experience each time they attempt to log into their Google account.



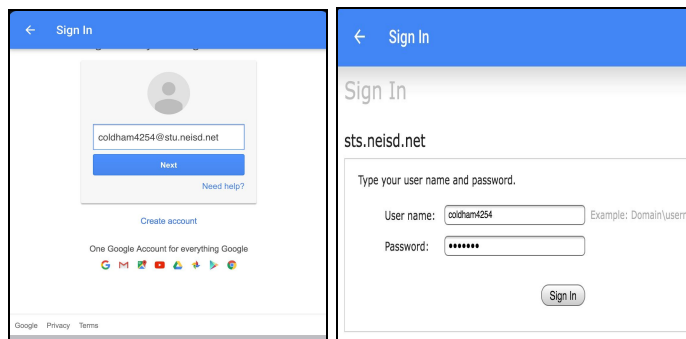
## Chromebooks

Once a user has entered their full email address, they will click “Next” to proceed. The user will be presented with a district login window to enter their AD Credentials. Once they click “Sign in” they will be logged in.



## iPads

Once a user clicks on a Google Application (Docs, Sheets, Slides or Classroom), they will enter their full email address, then click “Next” to proceed. The user will be presented with a district login window to enter their AD credentials. Once they click “Sign in” they will be logged in.



Please contact the Help Desk, via web or phone (365-4357), for assistance regarding this notification.