

# SETTING UP A NORTHCROSS STUDENT GOOGLE ACCOUNT AT HOME



Please do discuss the main points outlined in the Students Responsible Use Agreement given out at the Parent / Teacher / Student interview.

**NOTE:** Logging On can vary depending on Device and Operating system. See **Instructions Below**.

- If you have been given your child's Student Northcross Google account usernames (nxschool.kiwi email) and password you may wish to set up their account at home'
- Students can ignore capital letters and spaces in emails. All lower case.
- The password is a temporary generic password which Students will need to change when they first log on. Please emphasise that they must create a **strong password** that is at least 8 characters long with numbers and letters, and at least 1 capital. Can use a strong password they are familiar with. (should not include their own name).

## LOGON METHODS:

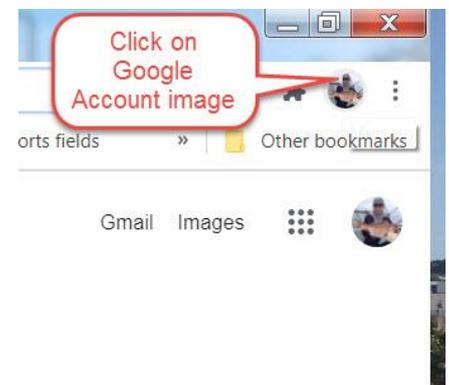
### 1. Student Own Chromebooks:

- A student needs to set up a new user on their Chromebook (**they must not** log onto the chromebook using their personnel gmail OR old school account).
- When they turn on their Chromebook they should have an option to add a user (if they do not have the option there is most likely a **parent lock** on their chromebook).
- If they can add a new user they may be given the option to set up as **YOU** or as a **CHILD**. Use the **YOU** option OR set up with the Child option (if you wish to link this to the Family Link APP). **If there is an option to setup a school account use this option.**
- They will be asked to enter their school email and temp password and then will be asked to create a strong password.
- Once accepted they should be logged in!
- If you are asked for a **PARENT ACCESS CODE** – this will mean that the device has been setup with a parent lock. A parent will need to get the 6 digit access code from their Family Link App which is usually on a parent's phone. This 6 digit code will change every 20 minutes.

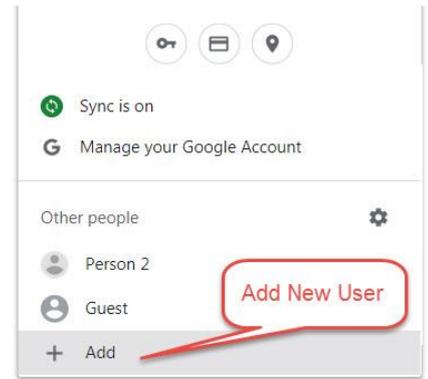


### 2. Students Own Laptops (Windows or Apple)

- They logon to their device in the usual way
- Open Chrome (**if they do not have Chrome they need to download this** – they may need to do this at home with parent supervision.
- Click on the top Google Account Image (top right corner in Chrome – see pic on right)
- Click on add Person



- If they can add a new user they need to create a name: their name with nx on the end is best i.e samnx. (this will differentiate their nx school account).
- They will be asked to enter their school email and temp password and then asked to create a strong password.
- They may be asked to turn **SYNC on** - they should do this and then click on **Link Data** (if they get that option)
- If they cannot add a person they may have a Parent Lock on their device. See



**If you have any difficulties setting up an account we will follow up with students at school and assist them in setting up their account.**