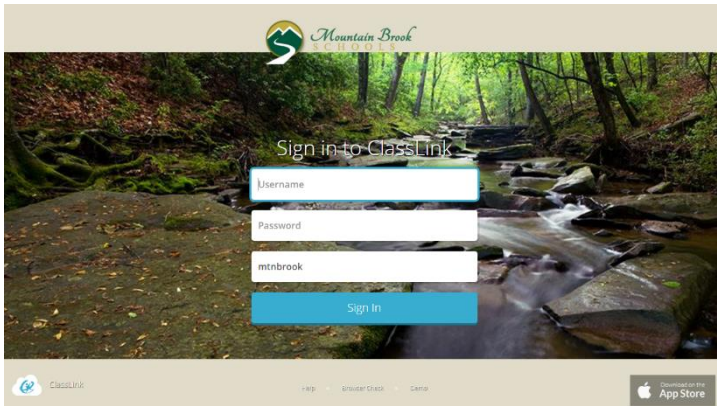


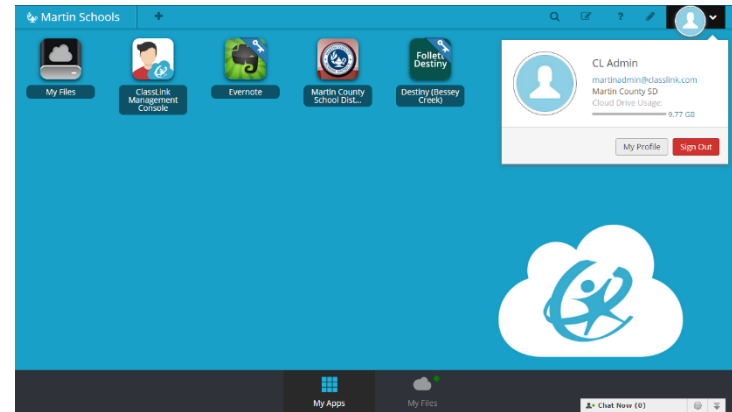
## 1. Sign In

Sign in with your school network login and password. If you are off campus the code may be required. The code is mtnbrook



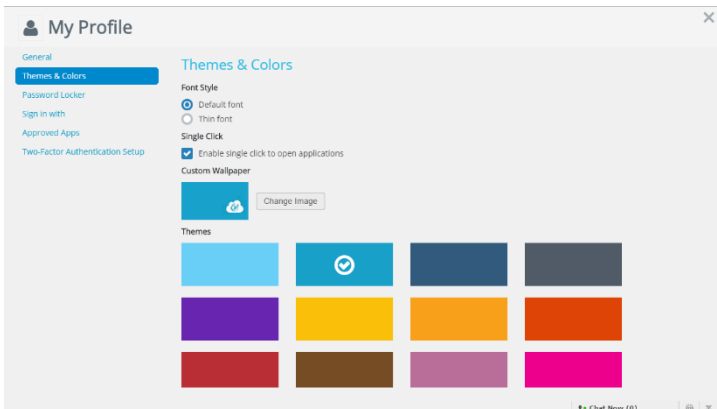
## 2. Profile Settings

Here is where you change your profile picture, access your password locker, sign in options, and password recovery options.



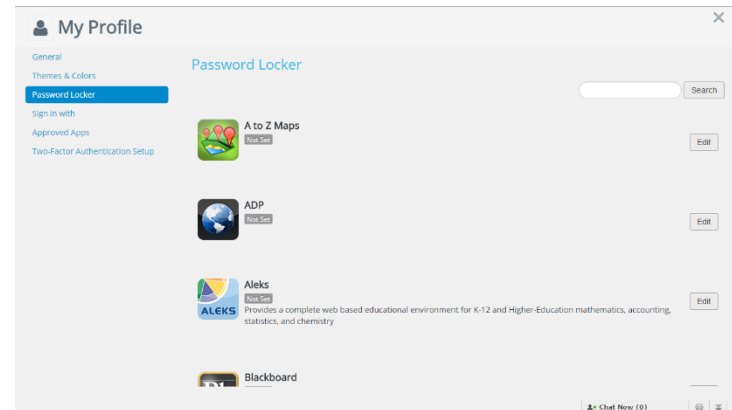
## 3. General Settings & Themes

**My Profile > General** allows you to choose an avatar for your profile. You can edit your theme in **Themes & Colors**.



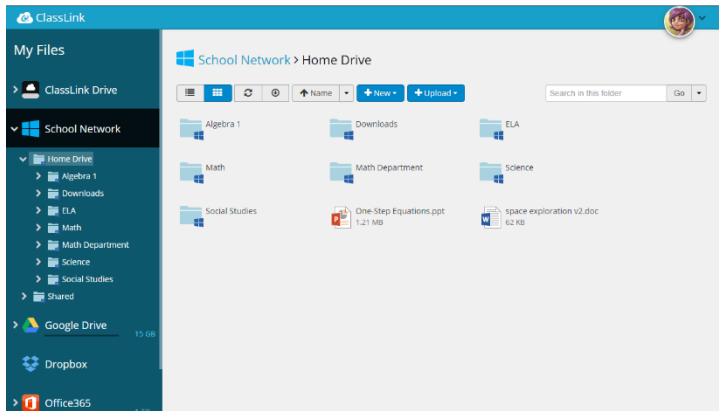
## 4. Password Locker

**Profile Settings > Password Locker** allows you to update and change your stored username and passwords for your Single Sign On applications.



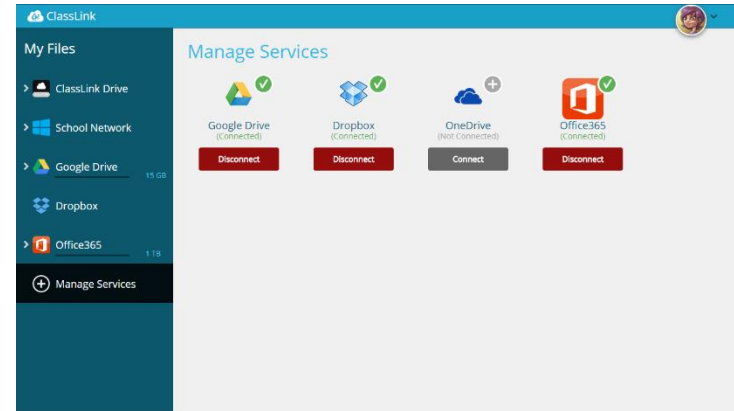
## 5. My Files

**My Files** > School Network/Home Directory allows access to your G drive (school network folders) from any device, any where, any time..



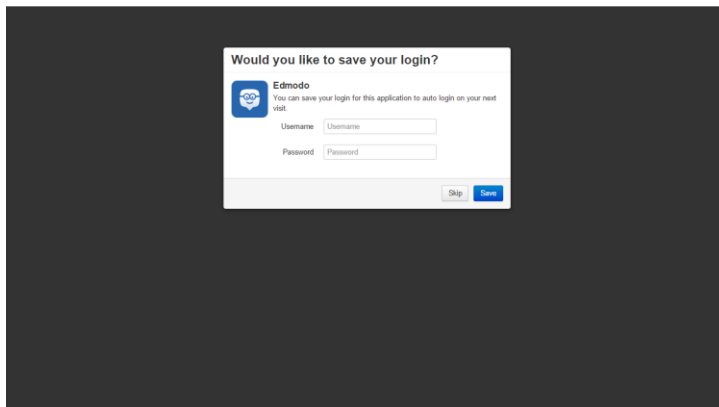
## 6. Cloud Drives

**My Files > Manage Services > Connect** allows you to connect other Cloud services with ClassLink to access all of your files in one location! Connect School Google and Office 365 Accounts. No personal drives.



## 7. Single Sign-On

To add your login to the Single Sign On Apps, Click on the apps individually to enter your username and password, click save.



## 8. Edit Mode

Click the 'pencil and paper' symbol on the top right to access the My Apps edit mode. This allows you to change the order of your apps and create folders.

