How-to Guide for Students:
Log into Your CiTi Google Account

Every CiTi student has free access to a Google account. Use this account to access useful programs like Docs, Sheets, Slides, and Google Classroom. Saving your work to your Google Drive also means that you can access your files from any device, at any time.

Step One: Log into your device and go to google.com.
At the top right-hand corner of the Google screen you will see an option to Sign In. Click this blue button.
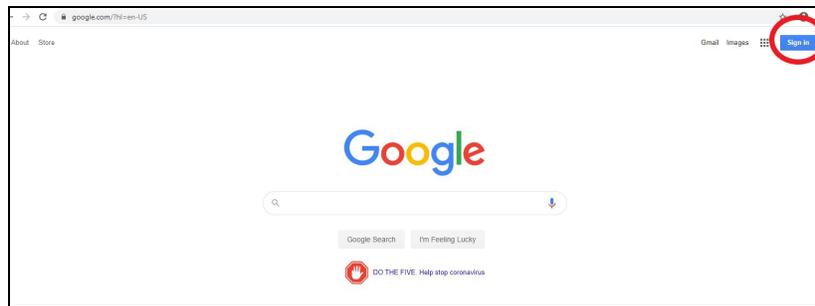
Step Two: Log into your CiTi account.
When you click the Sign In button, you will have some options. If you have signed into your CiTi Google account from this device before, your username will appear on the list, usually with your first initial in a colorful circle. If this option is available, click on it. If not, choose Use Another Account.
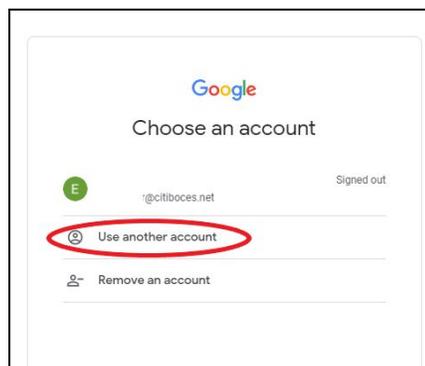
When you choose Use Another Account, you will be asked to input your email address. Your CiTi Google address will be the username you use to log into CiTi devices, usually your first initial and your last name, followed by @citiboces.net. For example, Johnny Student's email address would be jstudent@citiboces.net.
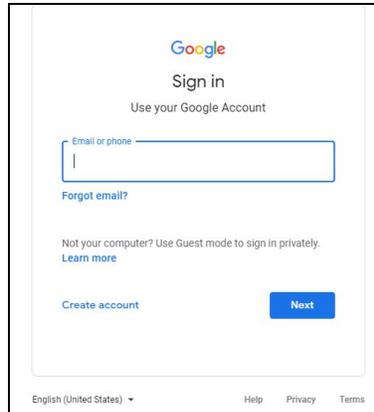
Enter your email address and click Next. The next screen will ask you for a password. Use the same password you use to log into CiTi devices. **If you are not sure what this password is, please call CiTi's HelpDesk at 315-963-4305.**
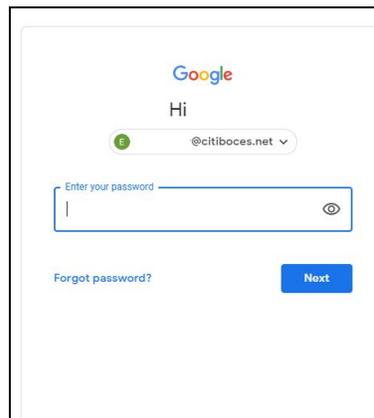
Step Three: Access the Google Apps.
Once you have successfully logged into your CiTi Google account, you will be take back to Google's main page. Now your first initial should be visible in the top right-hand corner of the screen. Click on the dots or "waffle" icon next to your initial to access Google Classroom, Docs, and other apps.