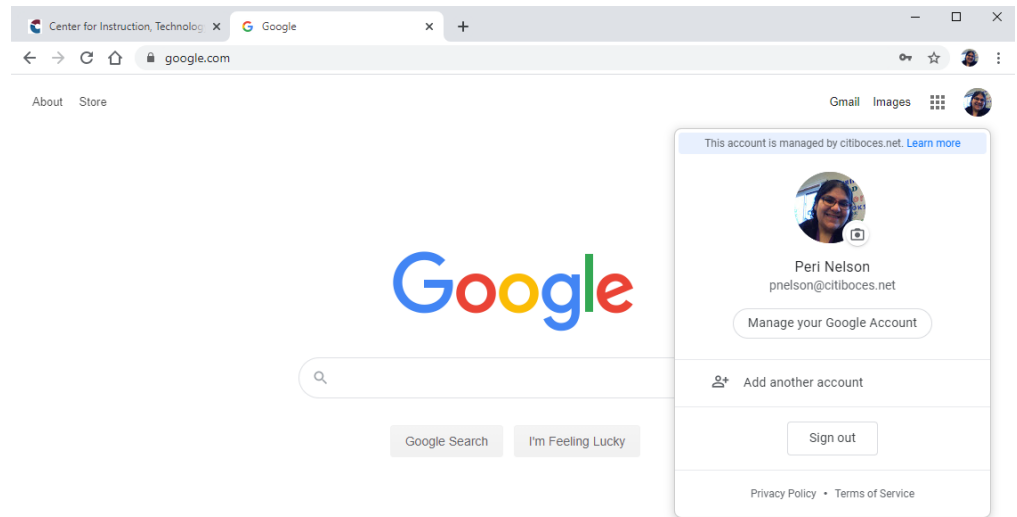


Signing into your Multiple Google Accounts

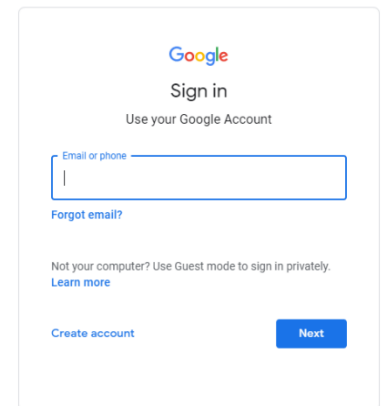
Following these steps will allow you to be logged into both your home school and CiTi Google account at the same time.

1. While logged into your home district Google Account, *click* on **your picture/initial** that is located in the upper right-hand corner of your Internet browser window.

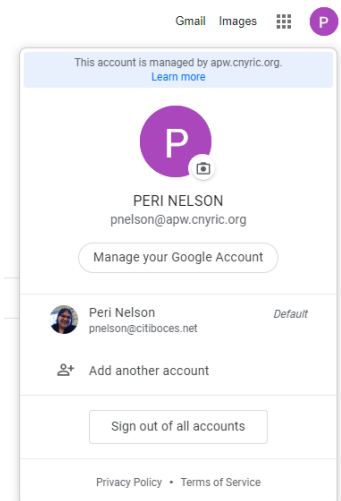
Underneath your home district account account, please *click* on the words **Add another account**.



2. You will see a login box appear. Please *enter* your **CiT*i* BOCES Google account login** in the Email box. This is in the format *userid@citiboces.net*. Then click the blue Next button.



3. You will a password box appear. Please *enter* your **CiT*i* BOCES Network password** in the password box. Then *click* the **blue Next button**.
4. You are now be logged into 2 different Google accounts on different domains. You can check this by *clicking* on **your picture/initial** in the upper right-hand corner.



To Toggle Between Accounts

5. While logged into Google, *click* on **your picture/initial** in the upper right-hand corner then *click* on **the account you wish to access**. You will be switched to that account.
6. Note: The account marked default is the account that will be initially accessed when you open various Google apps (like Google Drive, Google Docs, Google Classroom, and the like). You will need to switch your account **after** arriving at the Google app you desire to use.