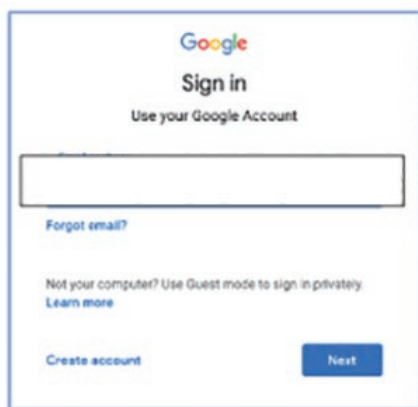


# How to get started with your online course

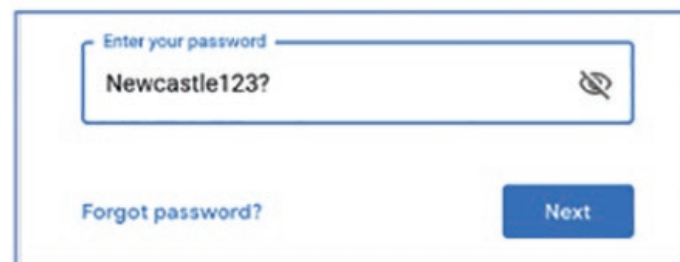
After you enrol you will receive a new college email to use for your college work. You will be able to attend class online, access your work and contact your teacher using this email.

When you receive your new email information, please sign in. If you already have a Gmail account, it may help if you sign out before following the instructions below.

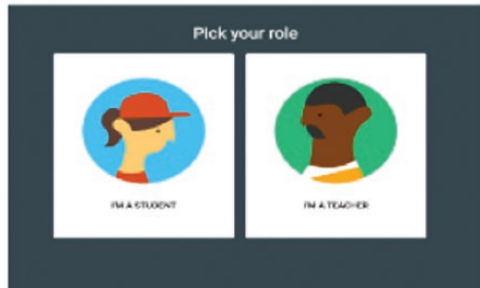
1. Visit the following website:  
**classroom.google.com**
2. Type in the email address you were given to sign into Google Classroom. Click **Next**.



3. Type in the password: **Newcastle123?**
4. Click to accept the terms and conditions.



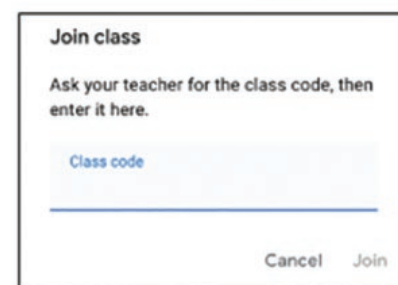
5. You will be asked to change your password.  
**Tip:** A good password has a mix of numbers, Capital letters, lower-case letters and even symbols
6. Click **Continue**.
7. Select **'Student'** as your role.



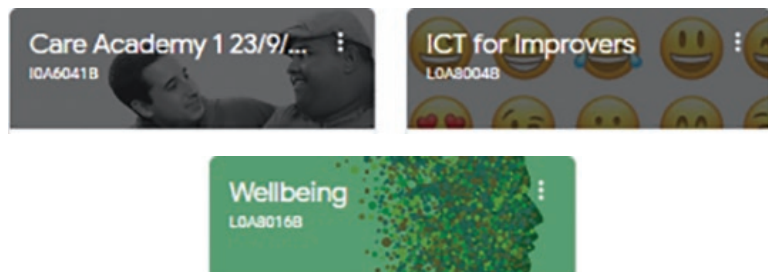
8. Click the Plus sign at the top of the page to Join your First Class.



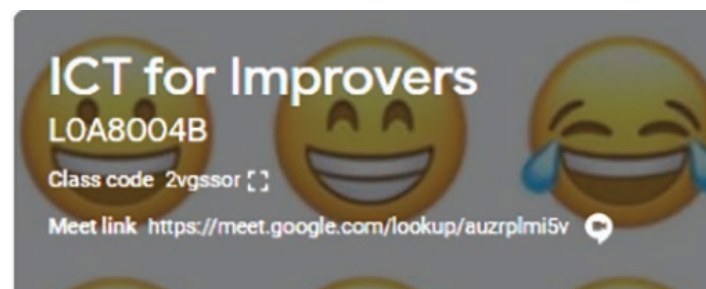
9. Type in the Class Code given to you by your tutor.  
**Note:** if you have already completed this, you will see your new class homepage.



10. You will see your new class. Click on your class button.



11. To join a meeting click on the **Meet Link** at the top of page at the time you were asked.



## How to join your class video



You can also use this QR code to watch our short video about joining your class. We are also running lots of free sessions for you to come and try Google Classroom with us, so you feel confident and prepared before your class starts. See our Digital Skills section in the listings for more details.