How to sign onto SFIS Online - Staff

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- 1. Open Google Chrome (preferred)
- 2. Select "Gmail" on the top right-hand corner

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- 3. Enter sfisonline.org email address (ex. <u>username@sfisonline.org</u>)
- 4. Click "Next"

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- 5. Enter password (Note: This is NOT necessarily the same password you use for your sfis.k12.nm.us)
- 6. Click "Next"



- 7. You are now signed into Google Chrome with your sfisonline.org account
- 8. To access G Suite apps, click on Grid icon in the top right-hand corner

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9. You're all set to use the G Suite apps in Google Chrome!

Note:

- If you don't remember your sfisonline.org username or need to reset your sfisonline.org password, call Bridget Love @ (505) 795-0611
- If you need help to creates classes in Classroom, or other best practice instructional support, e-mail: Brian Valinski @ <u>bvalinski@sfisonline.org</u>