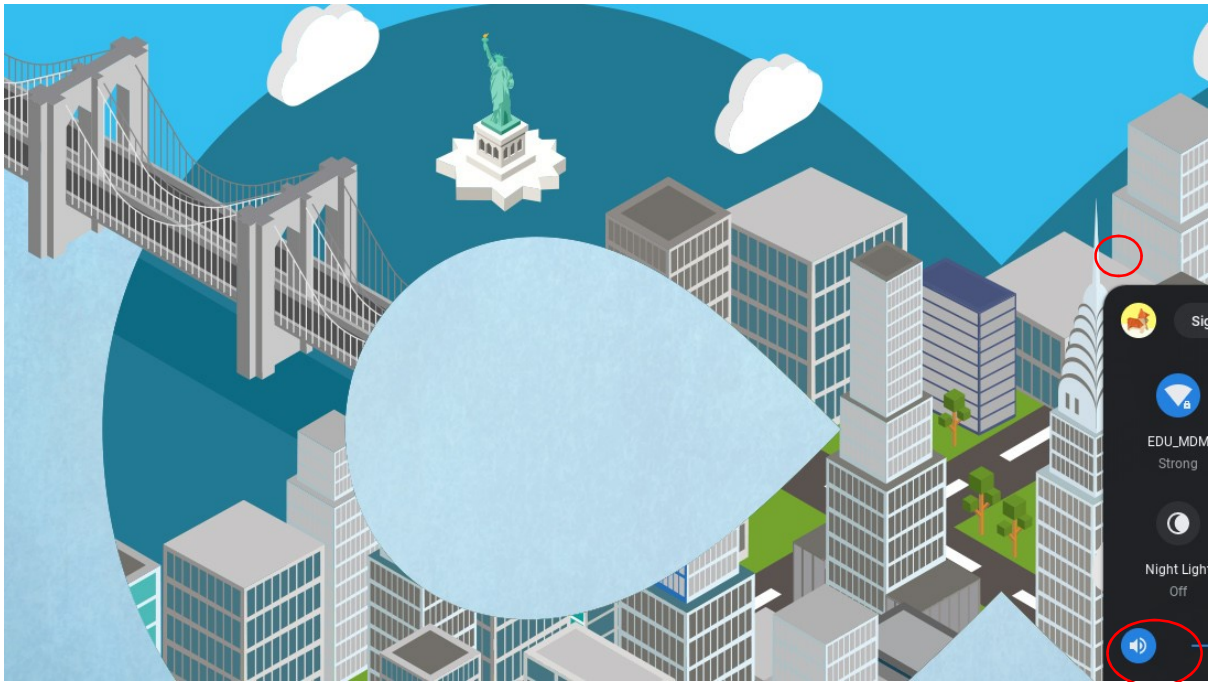
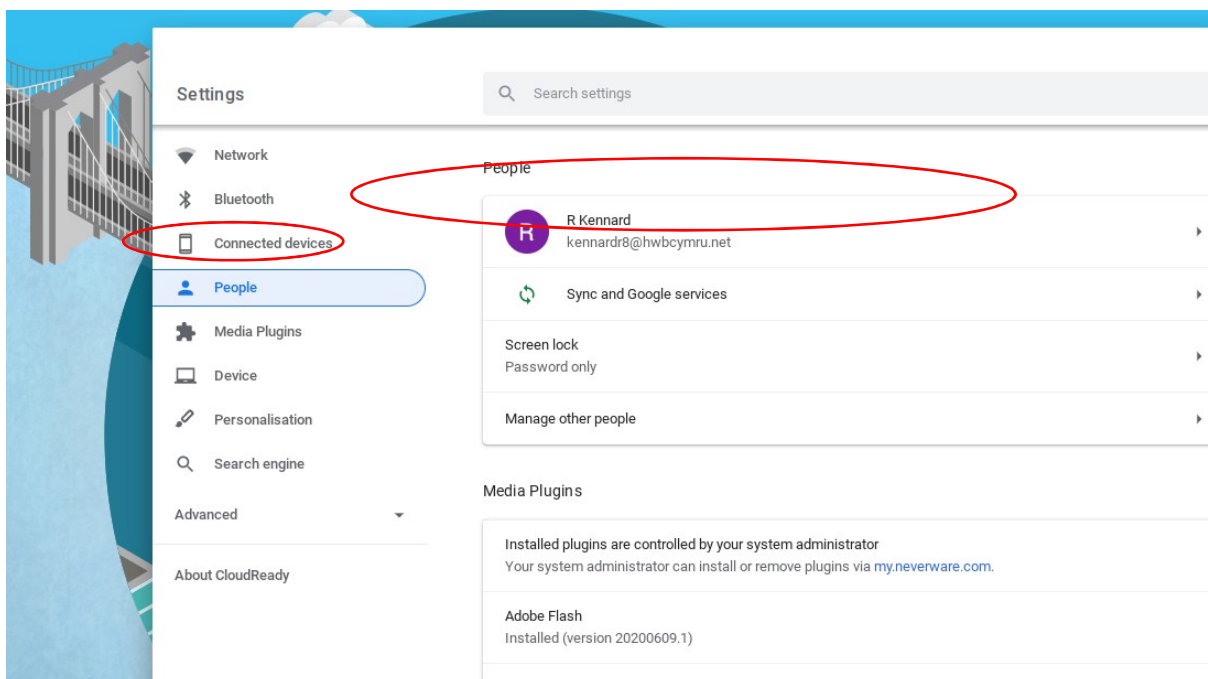


How to sign into Gsuite from domain other than HwbCymru

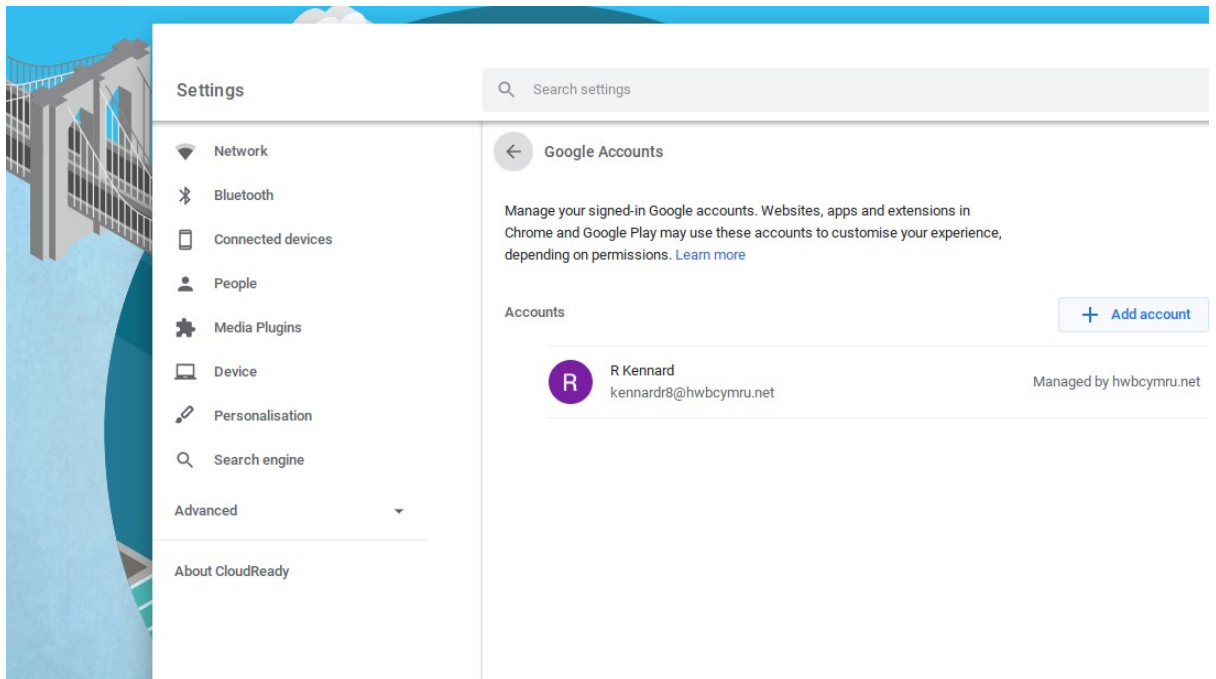
1. Start the laptop and once booted up click 'Next' to get to the HWB sign-in page and log in with your Hwb Cymru account.
2. Once you have arrived at your desktop. Navigate to the bottom right of your screen and click the circle that surrounds the time to bring up your system tray.
3. At the top of your system tray, click the settings cogwheel.



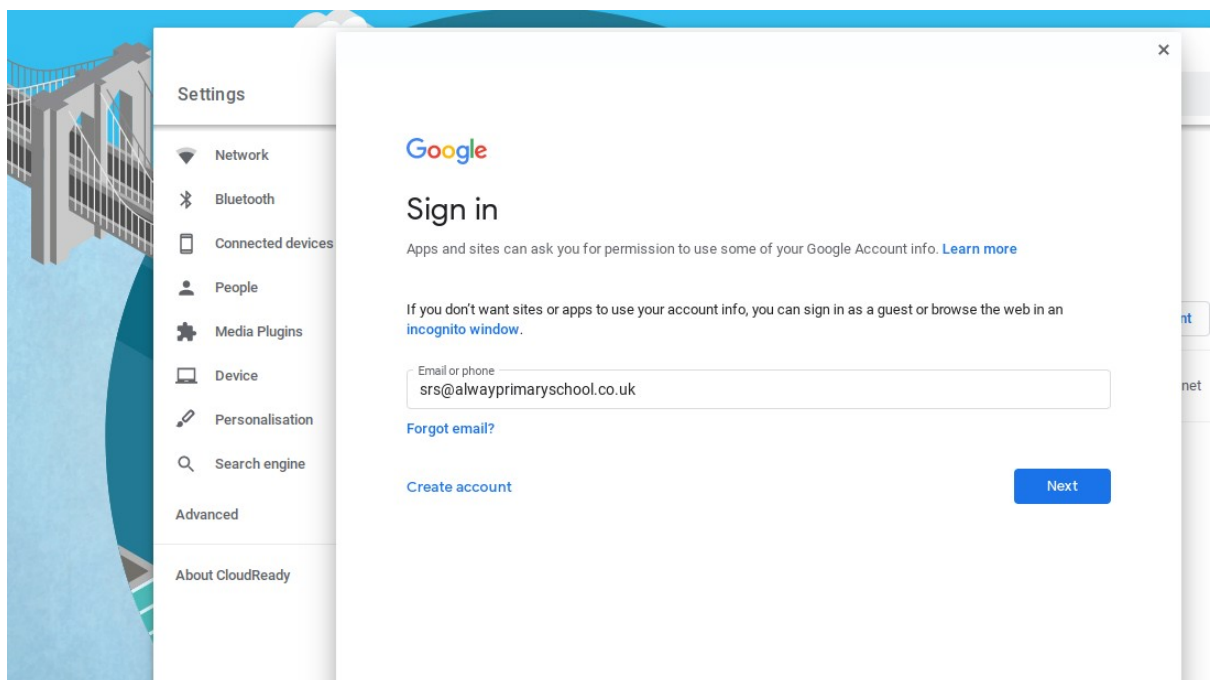
4. Once you arrive at the settings page, select People on the left hand side and then click on your HwbCymru account



5. Click on 'Add account'

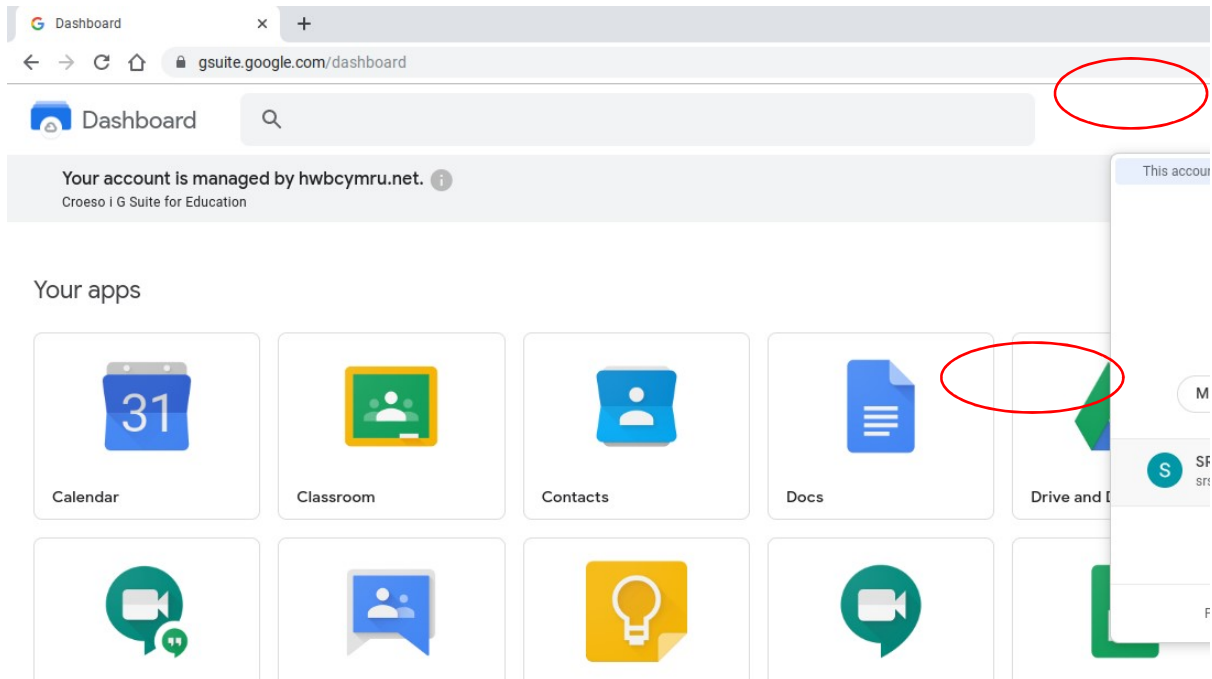


6. Sign into your schools Gsuite account.



7. Once you see your Hwb Cymru and your Schools account, you can close this window and open up the Google Chrome browser.

8. In the address bar at the top of Chrome go to your Gsuite by typing Gsuite.google.com/dashboard and press enter.
9. Once you're at your Gsuite dashboard. Click the red box with 'HWB' at the top right and select your school account.



10. The screen should refresh and you'll have your school Gsuite.

****Please make note that when you sign out or restart the computer, you will need to re-do these steps as it will not remember the account you have added****