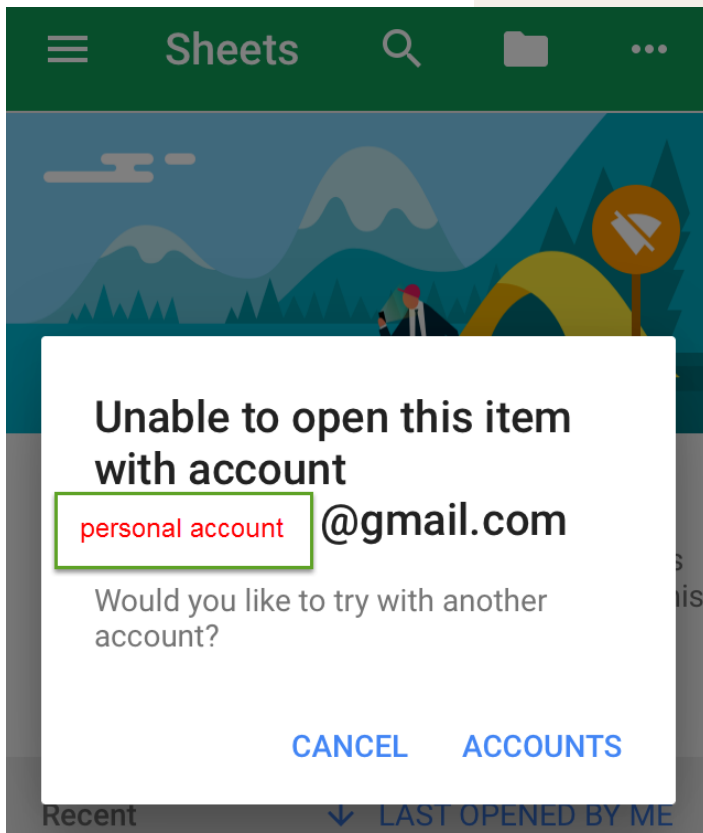
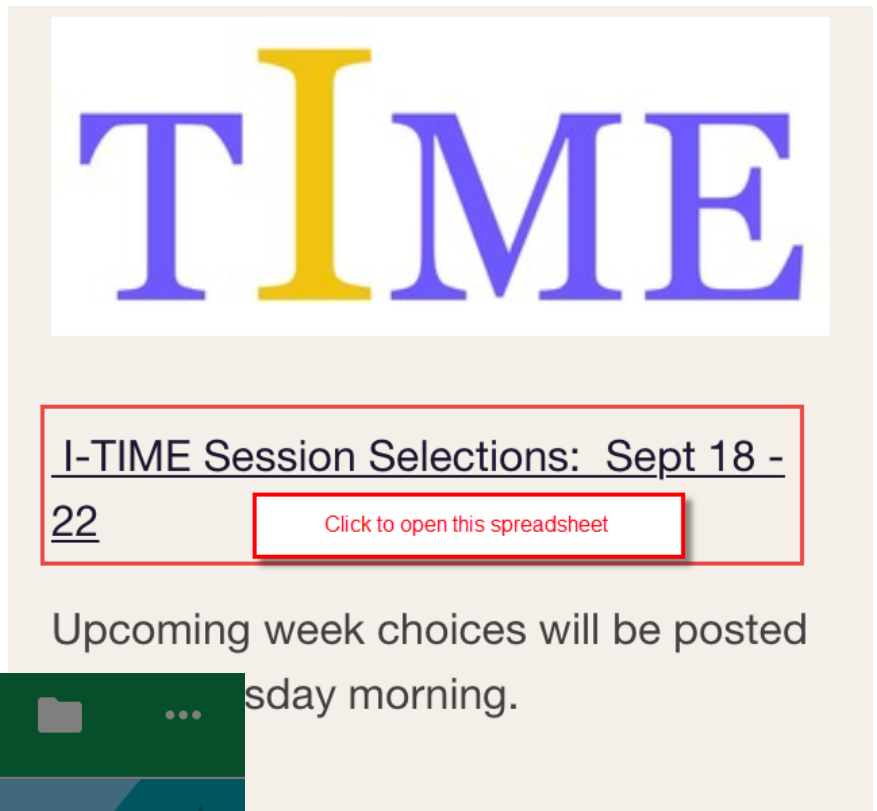


Access to school files on your mobile device

Some of the files you need to access at school this year are ones that require you to be signed in to your LPSD Chrome account. Files to be accessed could be Google Docs, Slides, or Sheets.

If you are denied access to one of these files on your phone or computer, it means that you are not signed in to your school account.

For example, if you are trying to view the Google Sheet on your phone called “I-TIME Session Selections” and you are denied access, you will see the message below:



Click on “**Accounts**” to switch from your personal account to your school account.

Only individuals with an LPSD Chrome account will be able to access this file.



Sign in

Use your Google account. You'll also sign in to Google services in your apps & Safari.

Email or phone

firstname.lastname@lpsd.ca

[Forgot email?](#)

[More options](#)

NEXT

To make this entire process easier, be sure that all of your Google apps (Drive, Sheets, Docs, Slides) on your mobile device are signed in to your school account (firstname.lastname@lpsd.ca).

When prompted to open a file, you can choose your school account from a list such as the one below or use this screen to add your school account.

	<div style="border: 1px solid green; padding: 2px;">Personal Account</div> @gmail.com
	<div style="border: 1px solid green; padding: 2px;">Personal Account</div> @gmail.com
	<div style="border: 1px solid green; padding: 2px;">School Account</div> <div style="border: 1px solid green; padding: 2px;">firstname.lastname@lpsd.ca</div> <div style="float: right; border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"></div>
+	Add account

Make sure your school account is selected