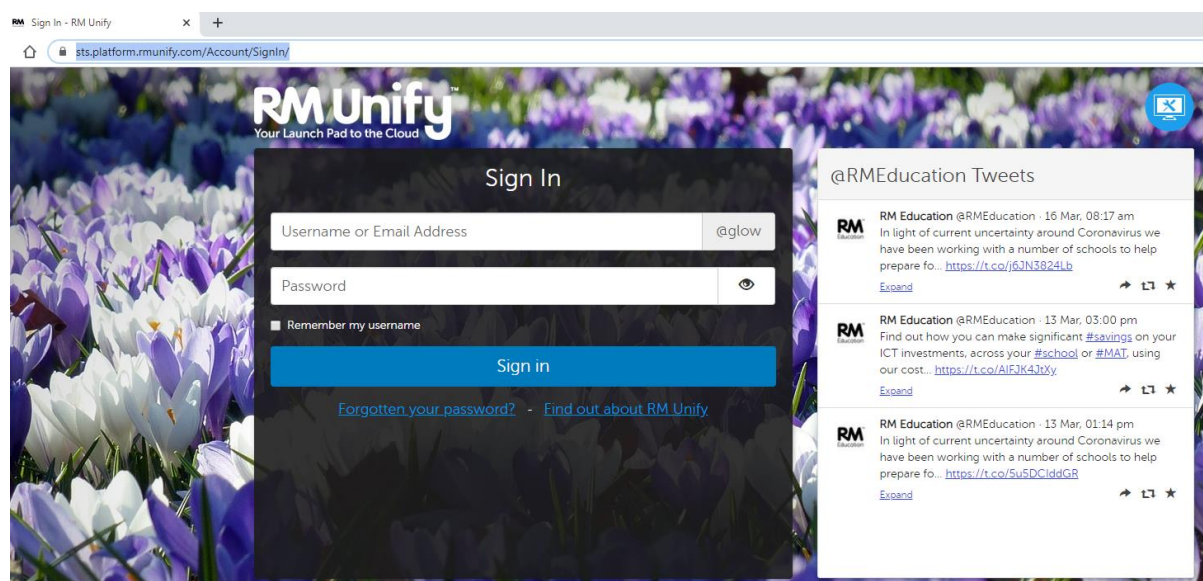


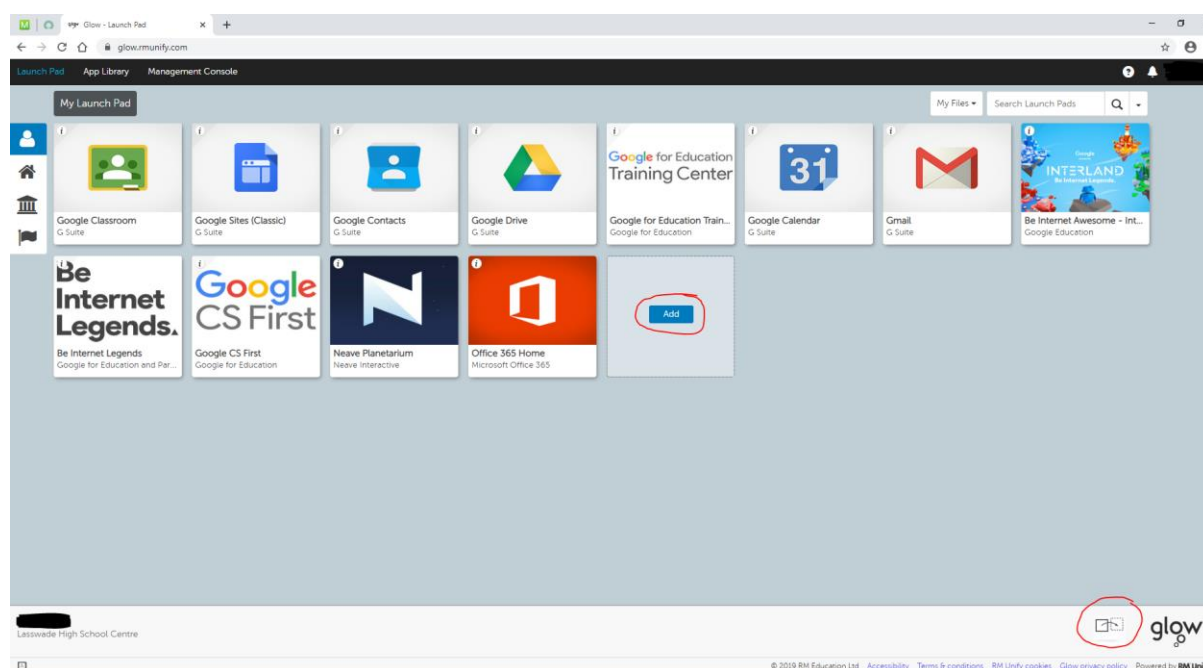
Glow can be accessed from anywhere as long as you have an internet capable device. The following document is aimed at helping you get connected to glow and accessing your Google Drive. This should ensure that you are able to access google classrooms and coursework or materials whenever you are not able to attend school.

### Logging into Glow

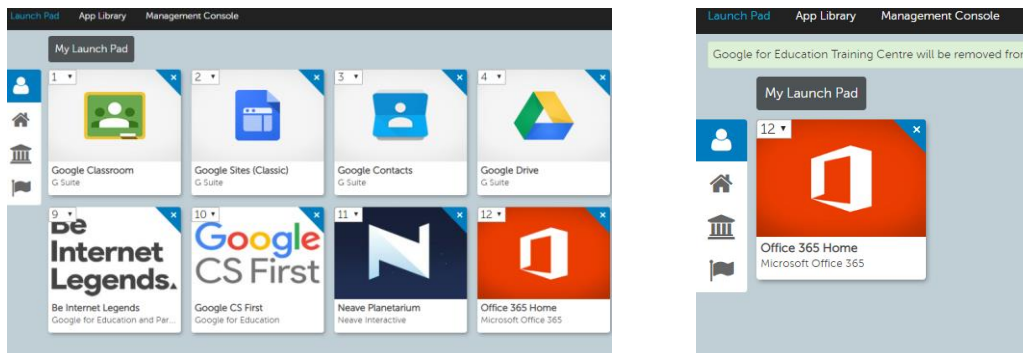
To log on to glow you can simply go to the following website and log in with your glow username (which is normally MC followed by your PC Logon name at school e.g. mcbloggsj01). The web address is <https://sts.platform.rmunify.com/Account/SignIn/> which should take you to the logon page.



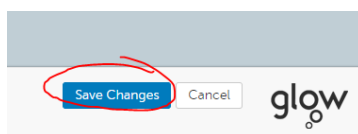
Once you have logged in to glow you will be presented with your “Launch Pad” which can be customised to add or remove different applications that you will have access to. You can customise this either, with the Add button at the end of your List of Apps, or, with the “Edit Launch Pads” option at the bottom of the window.



Ideally, you should use the edit button at the bottom and remove anything that you do not want to be in your launch pad first. It is simply a matter of clicking on the small 'x' at the top right hand side of each image as can be seen in the following screenshots.

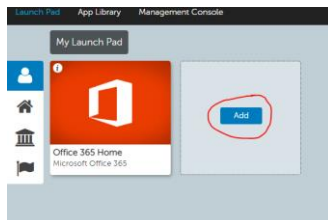


Once you have done this simply click on the “Save Changes” button at the bottom right of the window.

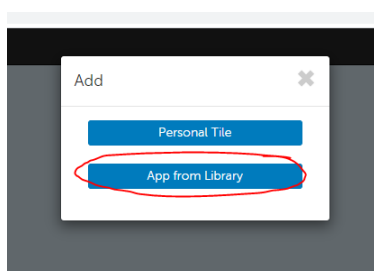


Next you should add in the GSuite for Education applications so that you can quickly open up the required resource such as Classroom or Drive. You can do this by:

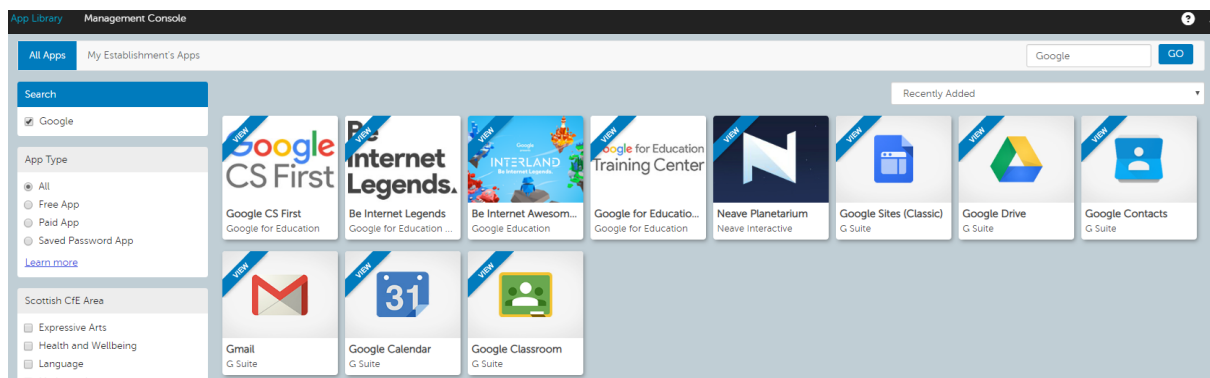
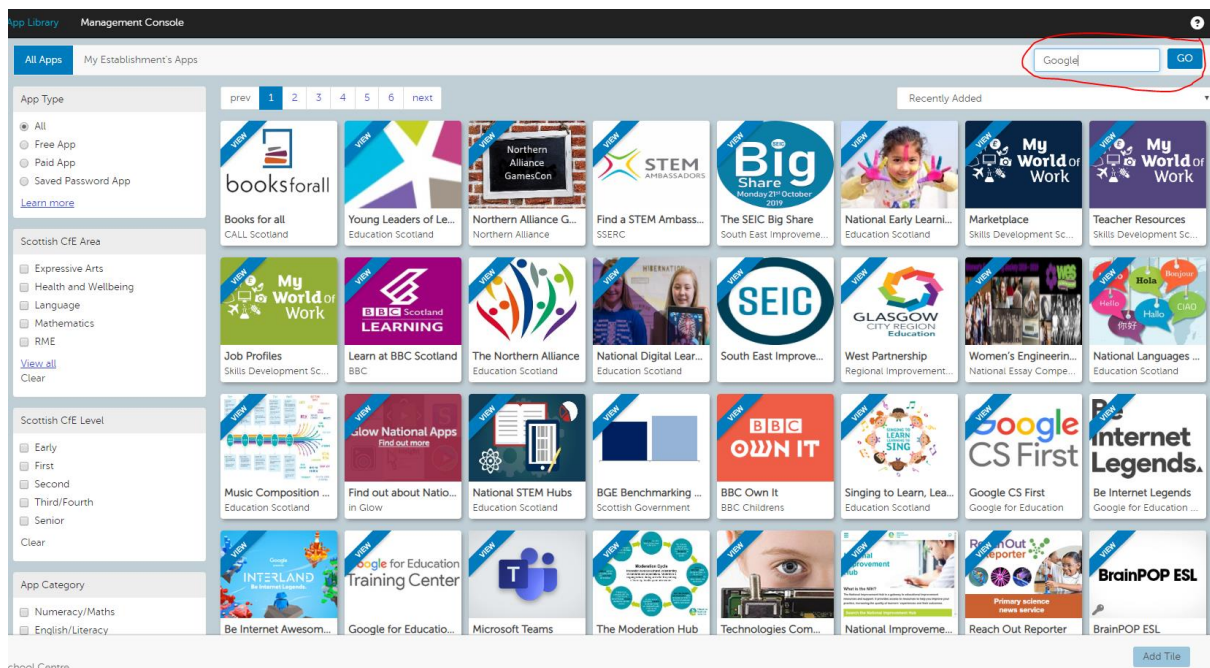
Clicking 'Add'



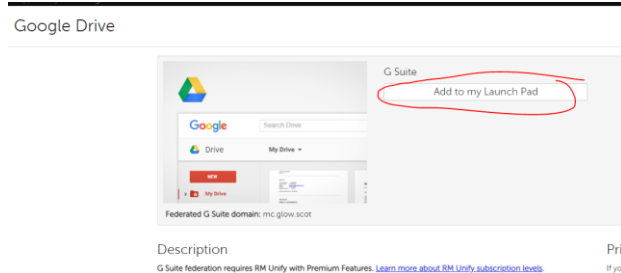
Selecting 'App from Library'



You will then be presented with a variety of apps that can be filtered or searched through. However we want to add Google apps so in the search bar type in google and click on 'Go'



You can now click on the relevant tiles and add them to your launch pad.



Once the tiles are on your launch pad, it is simply a matter of clicking on back into your launch pad on the top left of the window and selecting the app you wish to launch.

A new window will open for the app. If you are already signed into google under a different account then you may be asked to confirm that it is you trying to access this.

Once you are logged in to your drive, you can confirm that this is through glow by the icon depicted in the google user window.

