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**Who to contact with technical questions...**

Name	Email	Phone
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**Register your name and contact information**

1. Navigate to the Northland Learning Center website: [www.nlc.k12.mn.us](http://www.nlc.k12.mn.us)
2. Click on the icon on the center of the page labeled “Northland Learning Center (NLC)-Extended Day/Year Program(s) Teacher Registration”
3. Complete the form and click submit.

**Setting up your Google Docs account**

1. Navigate to NSEC website: [www.nsec.k12.mn.us](http://www.nsec.k12.mn.us)
2. Click on the Google Docs link on NSEC homepage
3. Click on “Create an account now” on the Google Docs log in page
  - a. If you already have a Google Docs account you can type in your username and password
  - b. You can bookmark this page or use the NSEC link to navigate here for future log-ins
4. Create an Account
  - a. Fill in the email address (this will become your username)
  - b. Choose a password (minimum of 8 characters in length)
  - c. Complete the rest of the required information
  - d. Click the button “I accept, Create my account”
  - e. You will automatically be sent an email confirming your email address you used to set up your account
    - i. Click on the link within your email to confirm your email address
      1. This will automatically open your Internet browser and bring you to a Google Docs page
      2. It will say your email address is confirmed and to click “continue” to navigate to your account.
    - f. After doing this you should see no documents in your account initially.
5. Log out of Google Docs by clicking on your email address in the upper right hand corner of your screen and choosing “sign out” from the drop down list.

**Getting access to your shared Google Docs documents**

1. Email Brian Yuretich ([byuretich@nsec.k12.mn.us](mailto:byuretich@nsec.k12.mn.us)) with the email you used to create your Google Doc account with. Brian will share the necessary documents with you.
  - a. The next time you log in you should see the documents that have been shared with you.
1. From now on you can access your shared files by navigating to Google Docs via your bookmark or NSEC homepage and logging in.

**\*\*Note\*\* You Do Not need Xcel or Microsoft windows on your computer to use the spreadsheets in Google Docs**

## **Using your shared Google Docs documents**

1. Login to Google Docs
2. Click on the document name
3. Google Docs automatically saves your changes periodically.
  - a) Changes will also be saved if you sign out
4. Multiple people, from multiple locations can access the same document at the same time and add information.

## **How to share your Google Docs documents**

1. NSEC initially shared all of these documents with you; however you have the ability to add sharing for additional people to a document
  - a) While looking at your Google Docs main menu select the document you would like to share
  - b) Click on the "Share" button
  - c) Click on the "Sharing settings..." from the drop down menu
2. Type in the email address of the people you would like to add sharing
  - a) Separate multiple emails by a coma (,)
3. Default setting is "collaborators" for shared users – this allows edit access
4. Click "Share" and leave a check mark in the "send email notifications" box- the shared user will need to follow the steps you did to begin using Google Docs

## **Archiving your Google Docs documents**

1. You are able to archive your Google Doc documents on your own computer by exporting the document to your local computer or server
2. While looking at the document you want to export...
  - a) Choose "File"
  - b) Choose "Download as"
  - c) Choose "Excel"