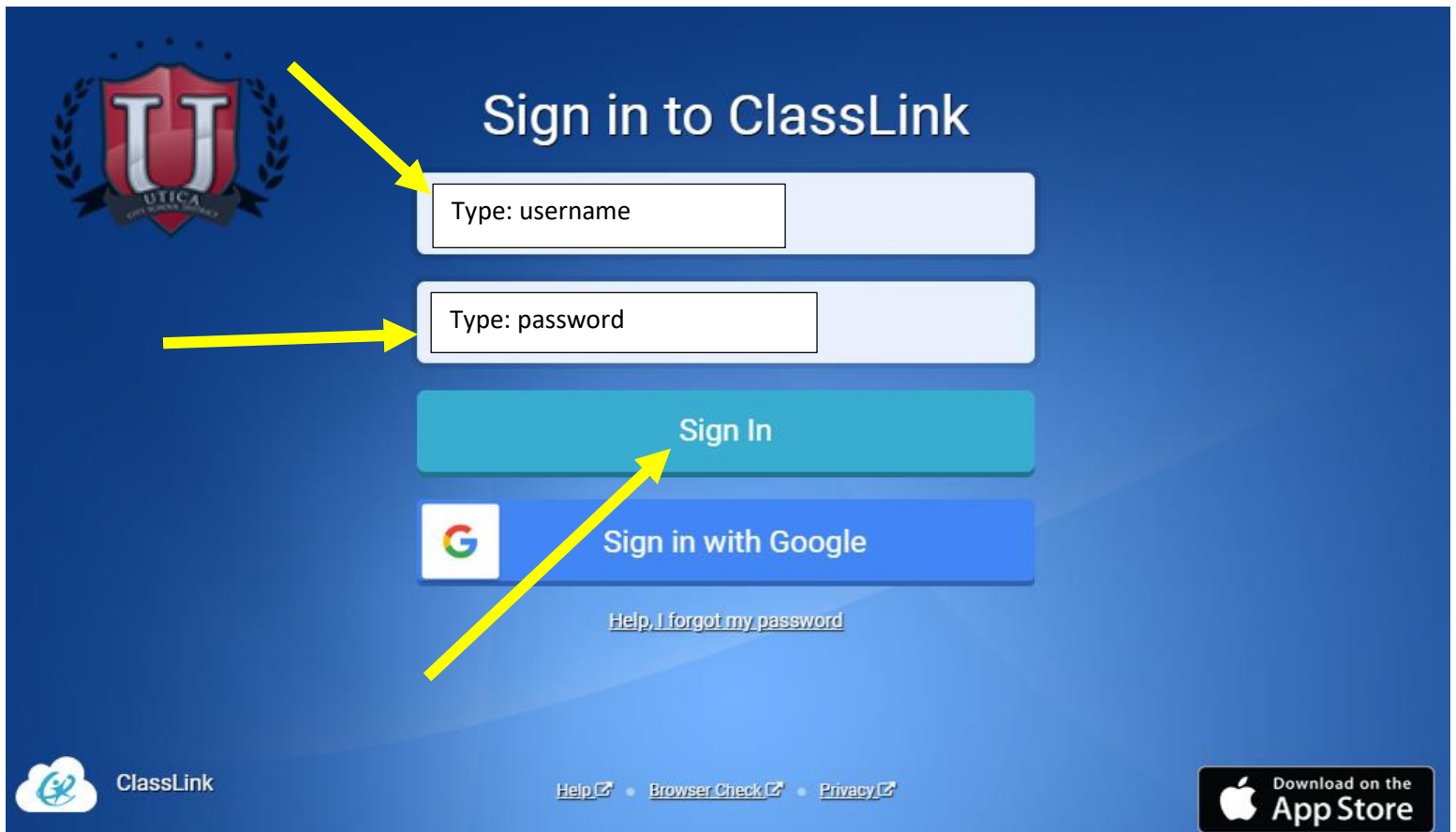
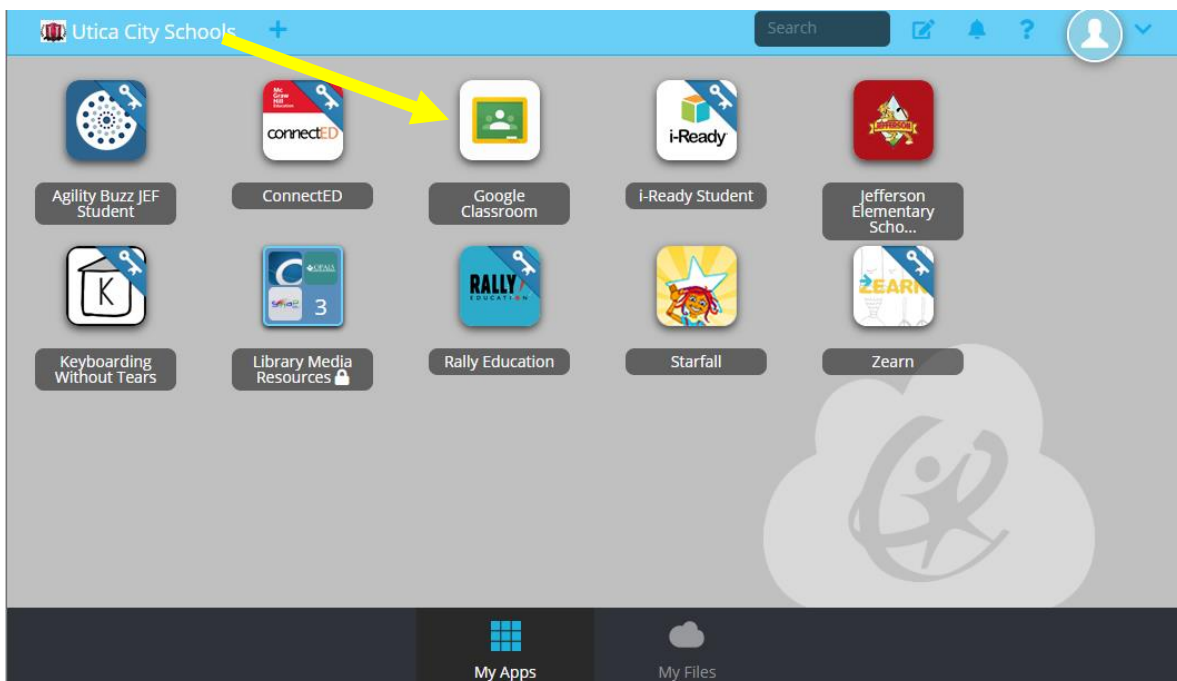


Instructions for ClassLink

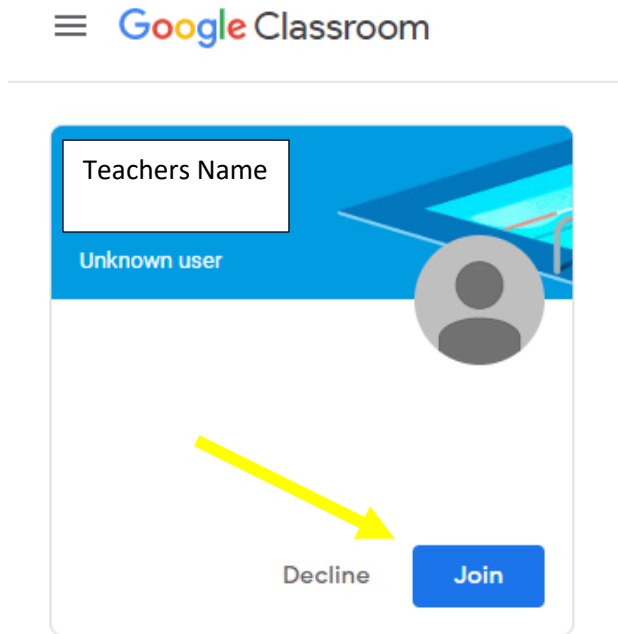
1. Sign into your Classlink Account. The URL to navigate to Classlink is as follows: <https://launchpad.classlink.com/utica>
2. Enter your username and password and select "Sign In".



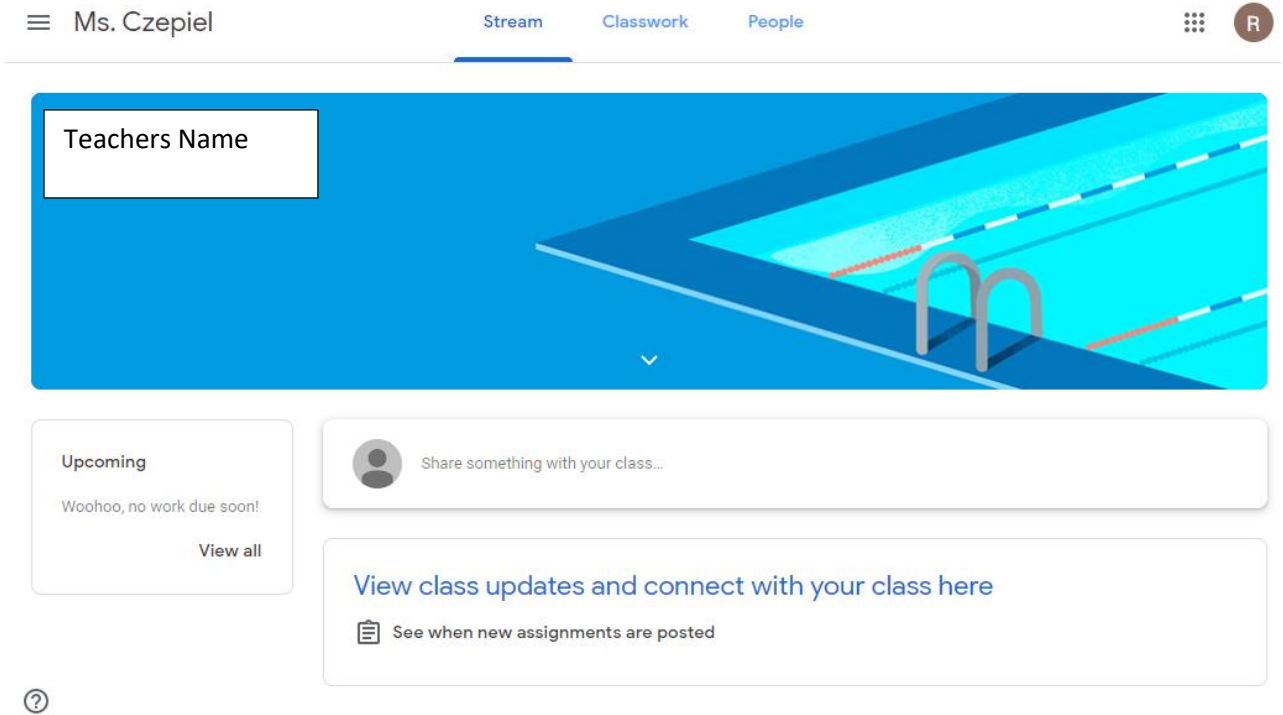
3. After you select "Sign In", you will see a screen similar to the one **pictured below**. Once here, click on "Google Classroom" icon.



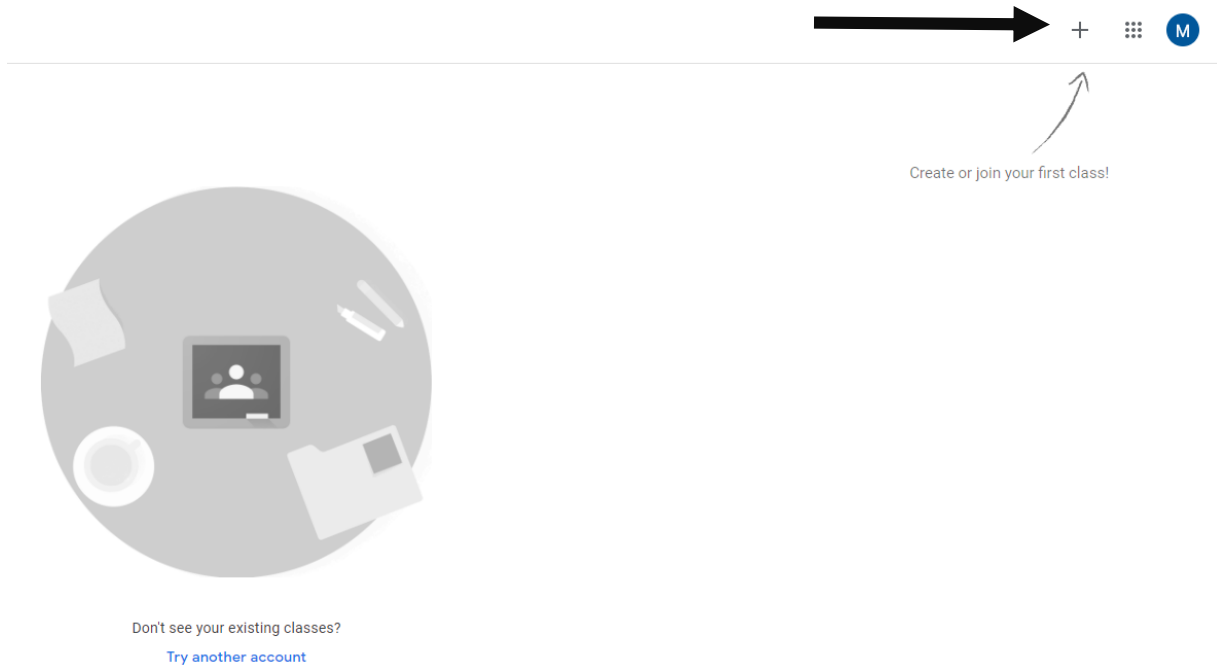
4. After you click on the Google Classroom Icon, it will automatically launch and sign you into Google Classroom. You should then be asked to join a class. Click "Join".



5. You will then be a part of your teachers Google Classroom.



6. If for some reason it does not prompt you to join the class upon logging in, you may join the class manually.
- This step is to only be done IF you were not asked to join upon logging into Google Classroom.**
7. In the upper right hand corner of Google Classroom, click on the + symbol (**See Picture Below**). After you click the + symbol, select “Join Class”.



8. It will then instruct you to enter a Class Code. Enter your class code (this will need to be given to you by the teacher). Once entered, select “Join” in the upper right hand corner.

Class code
Ask your teacher for the class code, then enter it here.

To sign in with a class code

- Use an authorized account
- Use a class code with 5-7 letters or numbers, and no spaces or symbols

If you have trouble joining the class, go to the [Help Center article](#)

9. This will complete the process. If you need any further assistance, please contact your Building Technician.