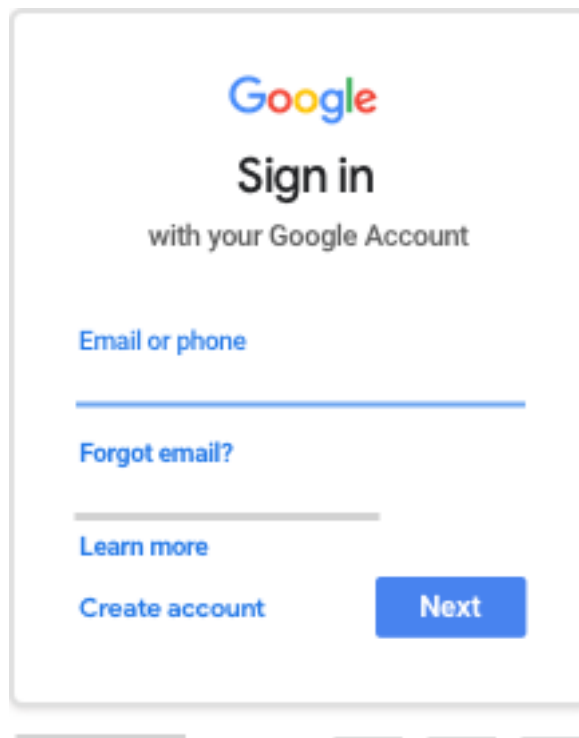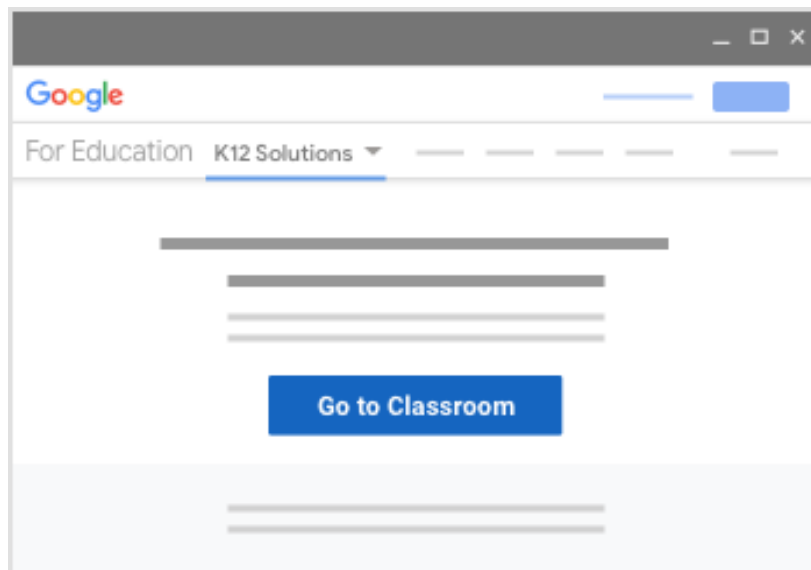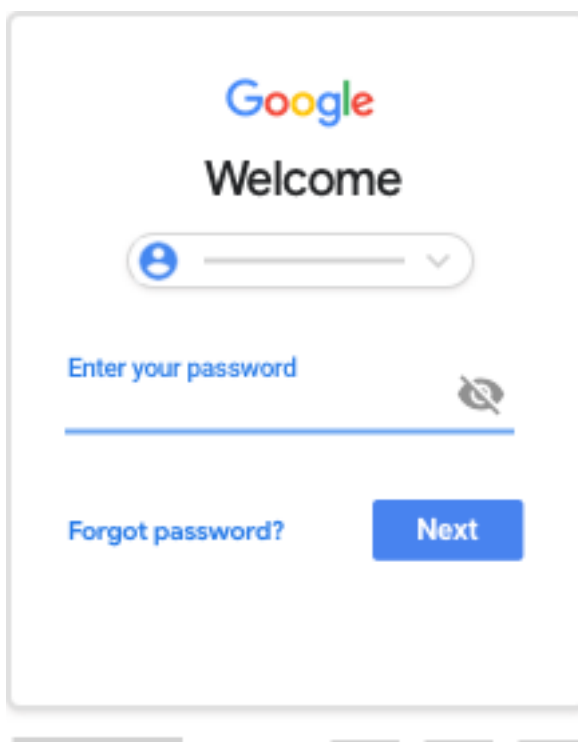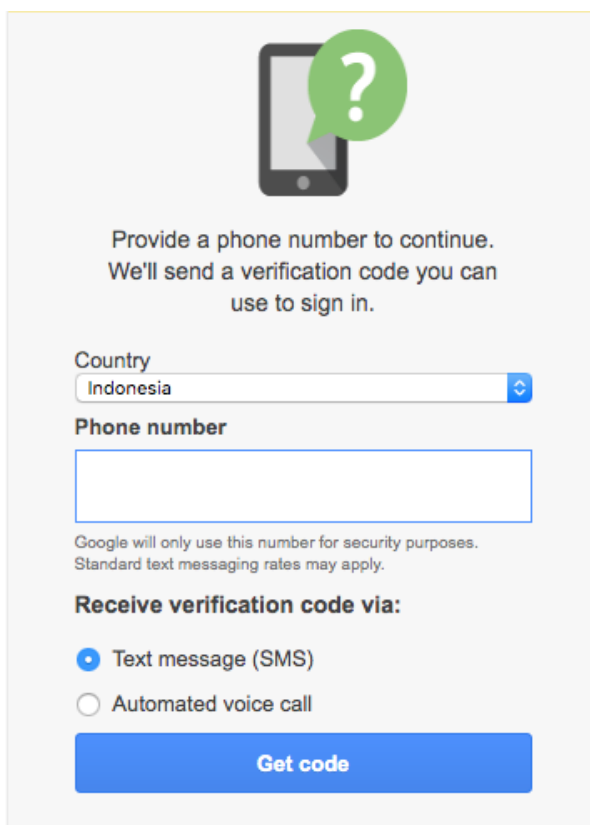# SGU Google User Provisioning Manual for Student

1. When you are enrolled as our student at Swiss German University, you will receive notification from system for your SGU Account to access SGU Applications, such as;
   - SGU Mail (https://mail.student.sgu.ac.id)
   - Google-Apps (classroom, meet, etc.)
   - And other applications

2. Please sign-in to https://classroom.google.com to activate your google account on Swiss German University, and login using the username and password given on step (1) above.

3. After signing-in please follow google guide in order to activate your google account.
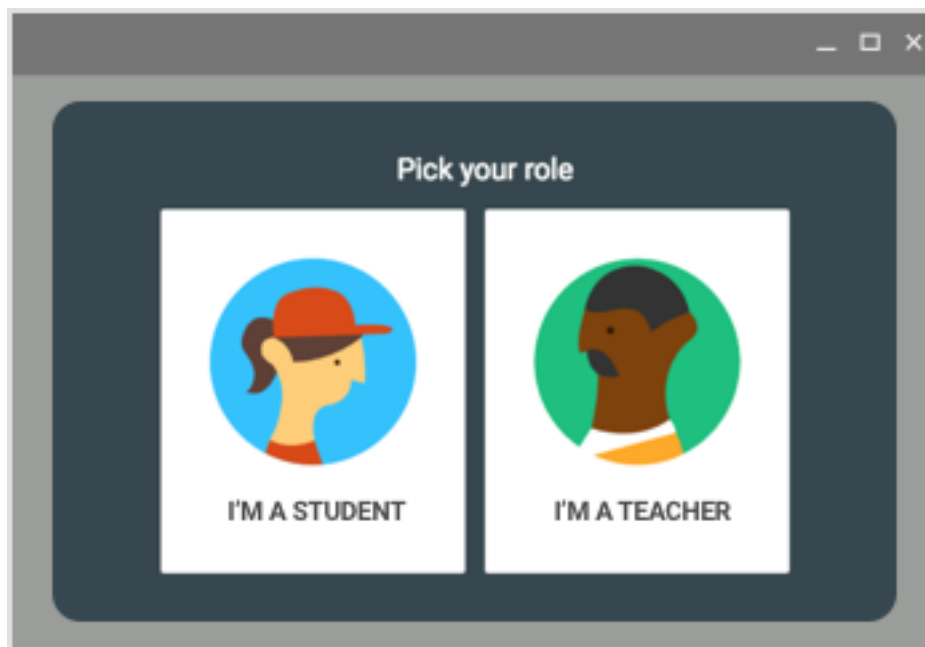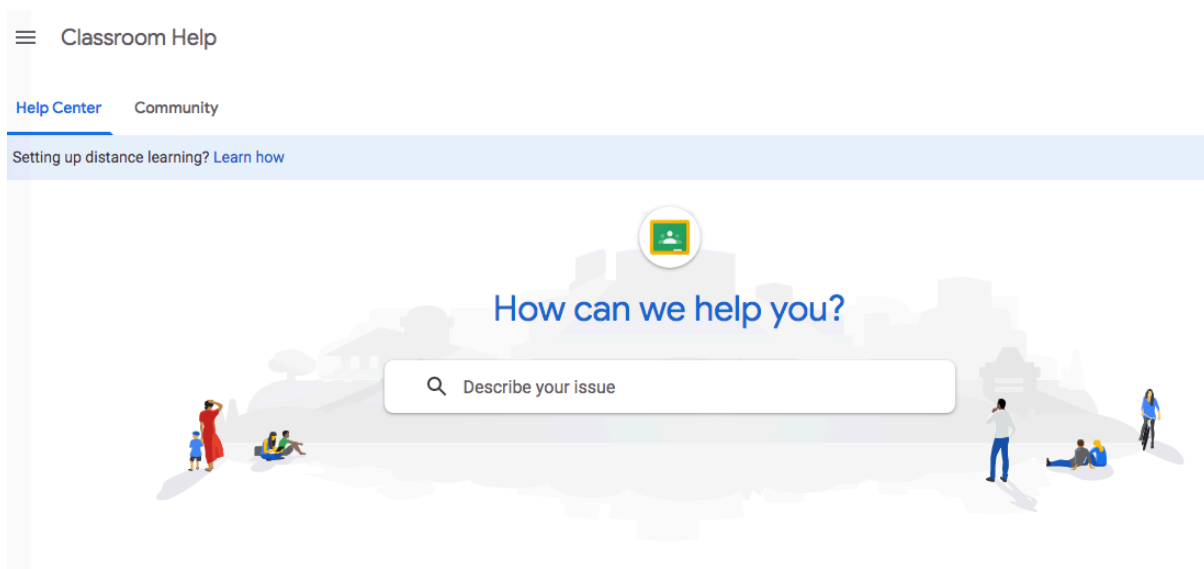

Note : please enter a valid and active mobile phone number

4. Select "I'm a student" from the pick your role menu, this can only have done once

Note : if you select "I am a teacher" you will need to show a proof of document to the faculty for the approval.

5. For more information on google classroom, visit google classroom documentation on https://support.google.com/edu/classroom/

6. If you have a problem regarding signing to your account, please contact Information System and Technology hotline +62 811 877 0082 (WhatsApp chat only).