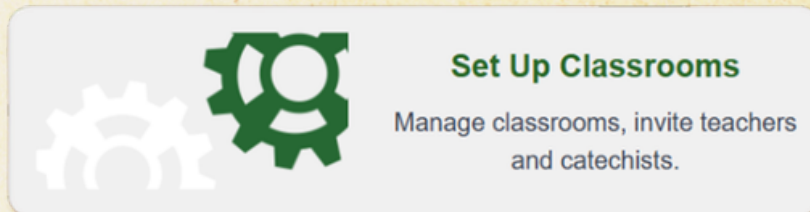


Onboarding School Students to the *Word of Life* Portal with Google Classroom Accounts

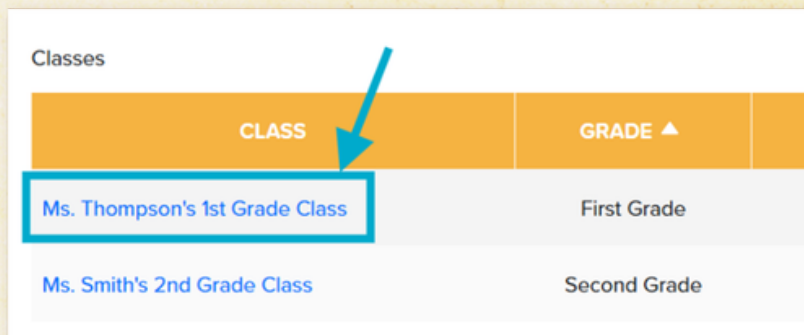
If students at your school have Google Classroom accounts, follow these instructions to add students to the *Word of Life* Portal without requiring them to access an email account.

These instructions should only be followed **after** classrooms have been set up in the portal.

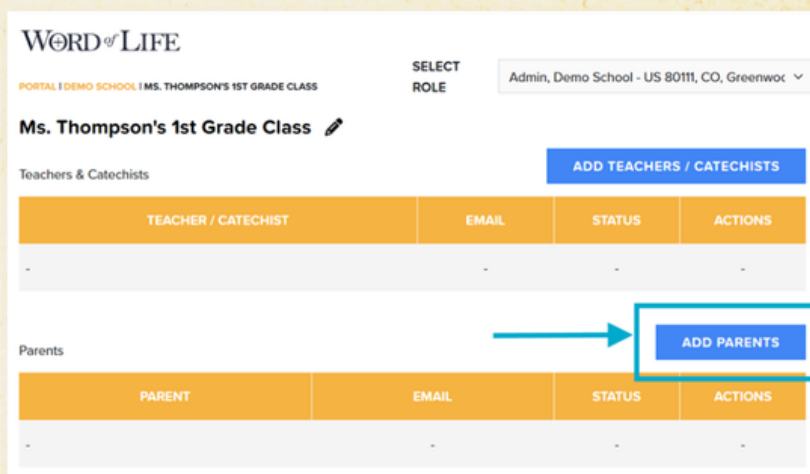
1. From the main page of the portal, click on **Set up Classrooms**.



2. Click on a Class Name.



3. Click **Add Parents**.

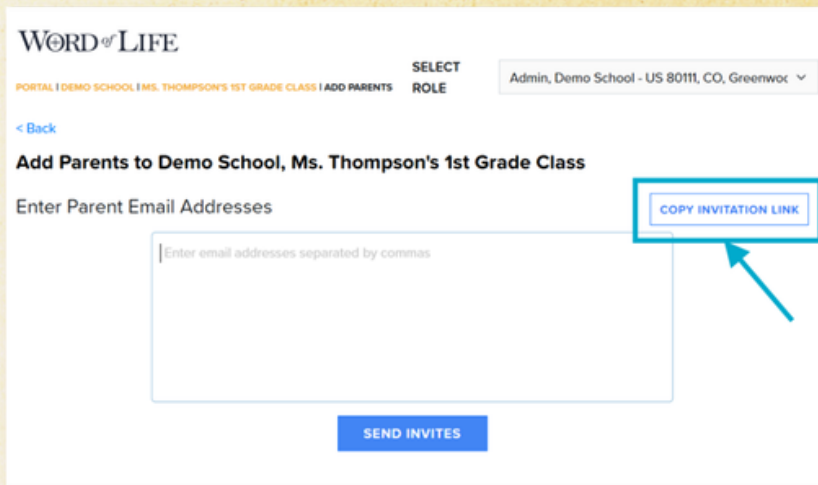


Note: *Word of Life* Schools may invite students using school email addresses through the **Add Parents** feature. Parents may also be invited there, but the onboarding process is different. Please see the parent onboarding support materials on the [Word of Life Help Center](#).



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4. Click **Copy Invitation Link**.

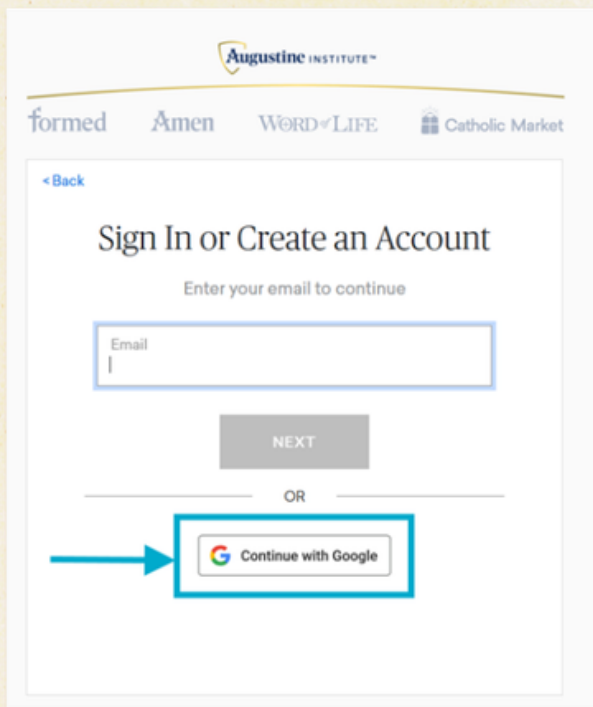


The screenshot shows the 'Word of Life' website interface for adding parents. At the top, there's a header with the 'WORD of LIFE' logo, a breadcrumb trail 'PORTAL | DEMO SCHOOL, MRS. THOMPSON'S 1ST GRADE CLASS | ADD PARENTS', and a 'SELECT ROLE' dropdown menu set to 'Admin, Demo School - US 80111, CO, Greenwor'. Below the header, there's a '< Back' link and a title 'Add Parents to Demo School, Ms. Thompson's 1st Grade Class'. The main section is titled 'Enter Parent Email Addresses' and contains a large text input field with the placeholder 'Enter email addresses separated by commas'. To the right of this field, a button labeled 'COPY INVITATION LINK' is highlighted with a red rectangle and a red arrow pointing to it. At the bottom of the input field area is a blue button labeled 'SEND INVITES'.

5. Post the link in Google Classroom for your students to access. This link is **specific to each individual classroom**. Repeat steps 1-5 for each separate class.

6. Students should login to Google Classroom & click on the link.

7. The link will take them to a page that says **Sign In or Create an Account**. Students should NOT enter their email address. Instead, they should click **Continue with Google**.

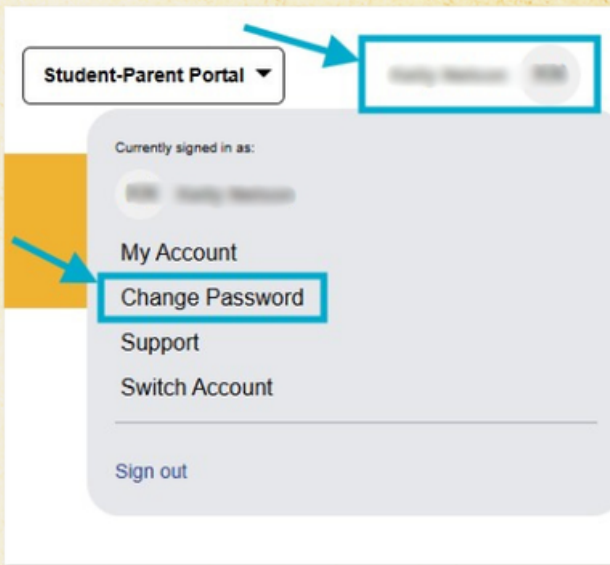


The screenshot shows the 'Augustine INSTITUTE' website's 'Sign In or Create an Account' page. The header includes the 'Augustine INSTITUTE' logo and navigation links for 'formed', 'Amen', 'WORD of LIFE', and 'Catholic Market'. Below the header, there's a '< Back' link and the title 'Sign In or Create an Account'. The subtitle is 'Enter your email to continue'. There's an email input field with the placeholder 'Email'. Below the input field is a grey button labeled 'NEXT'. Below the 'NEXT' button is a horizontal line with the word 'OR' in the center. Below the line, there's a button labeled 'Continue with Google' with the Google logo, which is highlighted with a red rectangle and a red arrow pointing to it.



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8. Upon logging into the portal, students should create a password by clicking on their name, and then **Change Password**.



9. Students will use their password instead of an authentication code each time they log in, allowing continued access without checking email.

Best practice is to stay logged into the portal on their device to avoid repeated sign-ins.

This process should allow students to register for the *Word of Life* Portal without accessing their email account for a code.

We recommend testing this out with one student to make sure the process works with your technology interface. For additional support, please email productteam@augustineinstitute.org.



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