

Step 1: Key in **workspace.google.com/dashboard** in the address bar

Google

Sign in to your Google Account

Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) [Next](#)

Step 2: Key in **ICON Username** as found in the handbook

Step 3: Click **Next**



Sign in

Step 4: Key in the same **ICON Username** as found in the handbook again

Please enter your username

[Can't access your account?](#)

Step 5: Click **Next**

Sign-In Page

 Sign-in options

Microsoft
ahmad@students.edu.sg

Enter password

Step 6: Key in the **ICON Password** as found in the handbook

[Forgot my password](#)

Sign in

Step 7: Click **Sign In**

Sign-In Page



ahmad@students.edu.sg

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Step 8: Click the checkbox

Don't show this again

No Yes

Step 9: Click Yes

Sign-In Page



Verify it's you

This device isn't recognized. For your security, Google wants to make sure it's really you.

[Learn more](#)

 ahmad@students.edu.sg

Enter a phone number to get a text message with a verification code.



[Try another way](#)

Next

Step 10: Key in the parent's phone number (This step is applicable only when they log in using home network/ personal devices)

Step 11: Click Next



Verify it's you

This device isn't recognized. For your security, Google wants to make sure it's really you.

[Learn more](#)

 ahmad@students.edu.sg

A text message with a 6-digit verification code was just sent to **9012 3456**


G-

[Try another way](#)

Next

**Step 12: Key in the 6-digit code
(This step is applicable only when they log in using home network/ personal devices)**













Step 13: Click Next

Google Workspace services are managed by your administrator. 

Your apps

Help

This is the interface that all students will see. Only P4 to P6 students will have the ICON email icon on their page (i.e. they can access Google email from here)

 Calendar	 Classroom	 Contacts	 Docs	 Drive and Docs	 Forms
 Google Hangouts	 Jamboard	 Keep	 Meet	 Sheets	 Sites