

# Internet / Email / Time-Off Request Instructions



1. Double-click gold star icon
2. The internet browser will open the three tabs shown below:



## Required:

3. Sign into tab #2 using your network credentials and password to gain internet access
  - A. Close browser with green x in top right corner
  - B. Double-click gold star to launch browser again

## Then you can do the following two things if you wish:

4. Tab #3 is for e-mail.
  - Sign into this tab with your full email address (network username + @elwood.k12.in.us) & network password
5. Tab #4 is to request time off

## When finished:

6. In Tab 2, Click your first initial in the top right corner, then **Sign Out** (as shown to the right) to log out of Gmail so nobody else has access to your account
7. Click **'Not You?'** on Tab 1 to Log out of the internet so nobody can use your name to search things

