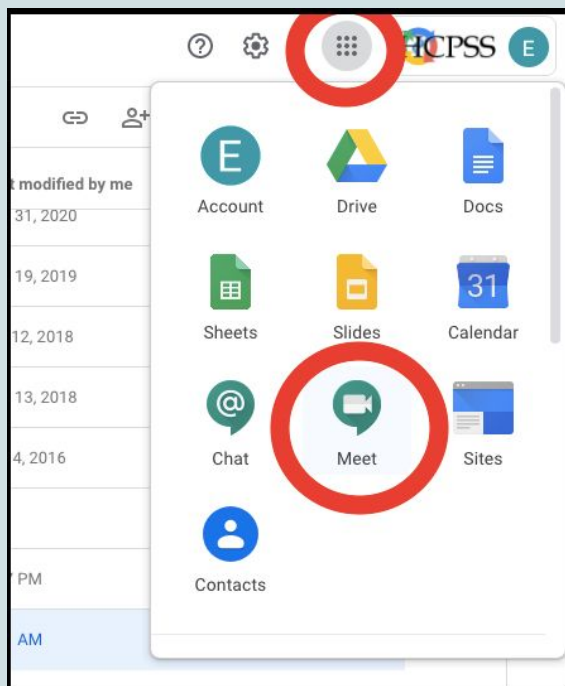


2 Ways to Access a Google Meet

A student **MUST** be logged into his/her hcpss.me account to access the Google Meet. *If a student/parent logs into Google Meet through an account that is not the student HCPSS account, they will be denied entrance - this is to protect the safety of the virtual learning environment.* In order to ensure that the student can log in, we are recommending using an incognito window in a Google Chrome browser to log in to hcpss.me. You can watch a brief video on how to open the incognito window here ([incognito tutorial video](#)) and then follow the steps below:

Option 1:

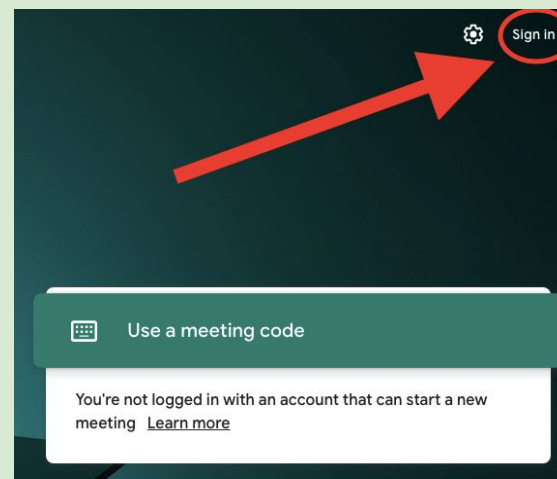
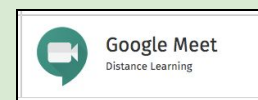
1. Go to <https://hcpss.me>
2. Select G-Suite and log in. (**Make sure you are logged-in & not someone else in your family!*)
3. Select the waffle menu in the top right & select Google Meet



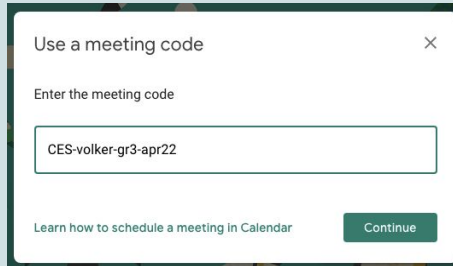
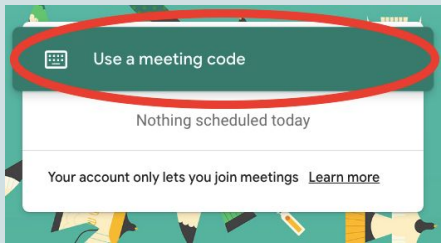
4. Select Use a Meeting Code, then enter the teacher's meeting code *very carefully* & click Continue. (**Hint: Copy & paste the meeting code, to avoid typing an error.*)

Option 2:

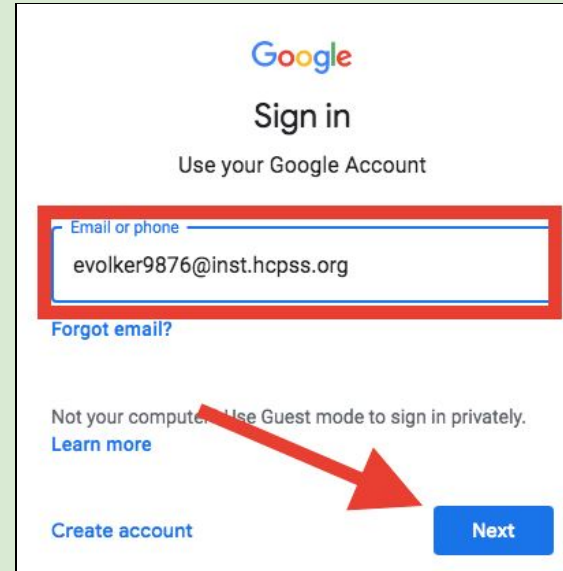
1. Go to <https://hcpss.me>
2. Select the Google Meet icon.
3. Once on the Google Meet screen, select Sign In



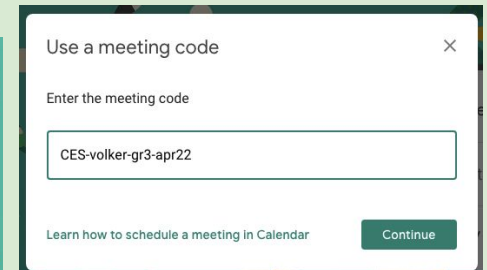
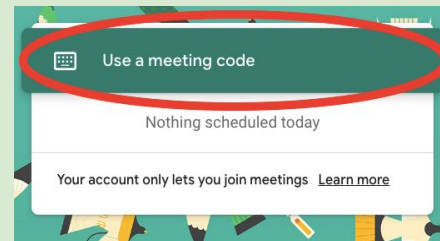
4. Type your HCPSS **student username@inst.hcpss.org**, then click Next. For example, if your HCPSS username is evolker9876, you would type evolker9876@inst.hcpss.org.



5. Select Join Meeting



5. On the next screen, enter your student username & password. Then, click Login.
6. Select Use a Meeting Code, then enter the teacher's meeting code *very carefully* & click Continue. (*Hint: Copy & paste the meeting code, to avoid typing an error.)



7. Select Join Meeting

If it says, "you're not allowed to start a meeting" wait a few minutes and try again. Students will not gain access until after the teacher is in the meeting. Also, check to be sure your meeting code is correct.