



M-DCPS Teacher Guide: Google Account & Google Meet Login



Use this quick guide to check your M-DCPS Google Account sign-in status and seamlessly join Google Meet calls using meeting links.

1 Step 1: Log Into Your M-DCPS Google Account



A. Open Google Chrome & Check the Top-Right Corner

Open Google Chrome and look at the profile circle (avatar/initials) in the top-right corner of the window.



B. Check Your Active Account Status

- **Logged in with your M-DCPS Account?** If you see your numeric district email (**ID#@dadeschools.net**) and "Managed by dadeschools.net," you're already set. Jump directly to Step 2.
- **Logged in with a personal account?** Select "+ Add another account."
- **Signed out entirely?** Click the "Sign in" button.



C. Enter Your M-DCPS Credentials

Type your full numeric district email:
ID#@dadeschools.net (e.g., **123456@dadeschools.net**).
Click Next.



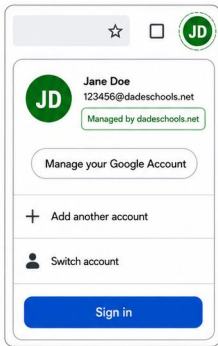
D. Enter Your Password

Input your M-DCPS password associated with your district credentials and click Next.



E. Complete SSO Authentication

Authenticate your single sign-on (SSO) login on your mobile device if prompted.



2 Step 2: Accessing Google Meet via Meeting Link



- Click the Google Meet link provided for your meeting or workshop.
- Check your active account in the top-right corner or center card of the Google Meet pre-join screen.
- Verify that your numeric district email (**ID#@dadeschools.net**) is selected before clicking "Join now".

3 Step 3: Verifying Your Login Status

Click on your profile icon (avatar circle) in the top-right corner at any time to verify your status.

Correct Sign-In Indicators

What you should see:

- **Email:** Your numeric district email (**123456@dadeschools.net**).
- **Organization Badge:** "Managed by dadeschools.net" listed right below your email address.



Incorrect Sign-In Indicator (What to Look For)

Visual Icon	Slashed Building Icon
What It Means	You are logged in with a personal or external account. This icon indicates you are outside the official M-DCPS organization domain.
Required Action	Sign out immediately or click "Switch account," then log back in using your numeric district email (ID#@dadeschools.net).



Quick Tips for Teachers

- **Launch via Google Apps:** You can also access Google Meet by clicking the Google Apps "Waffle" icon (9 dots) next to your profile picture in Chrome.
- **Spot the Slashed Building Icon:** If you see the slashed building icon in your account, switch accounts and sign in with your M-DCPS email (**ID#@dadeschools.net**) so you are properly identified in the meeting.

