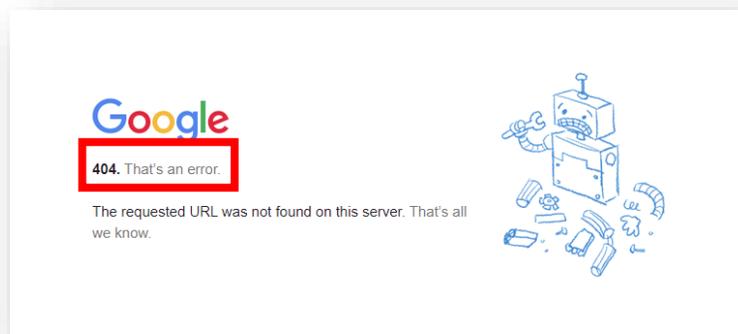


Accessing District 203 Staff Logins

The new “Staff Logins” page is hosted inside our Google environment on the District Resource Center website. If you are attempting to access this page from a personal device where you are not signed into your District Google account or are currently signed into another Google account on a district device, you will need to sign in to Google with your Naperville203.org account first.



If you see a 404 error, that means you are signed in with a non-District 203 Google account.

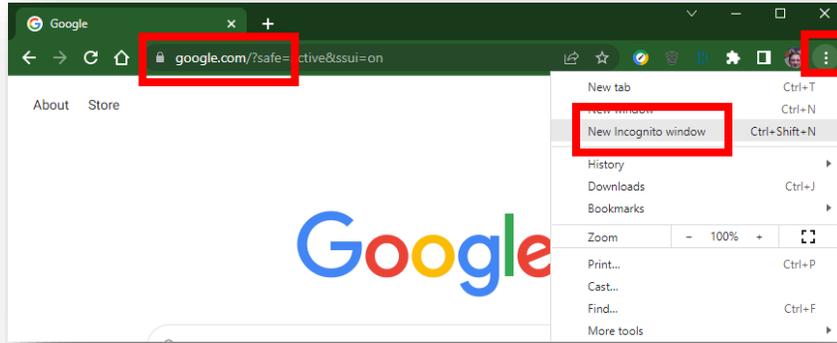


There are two ways to work around this problem. See those two options on the next few pages:

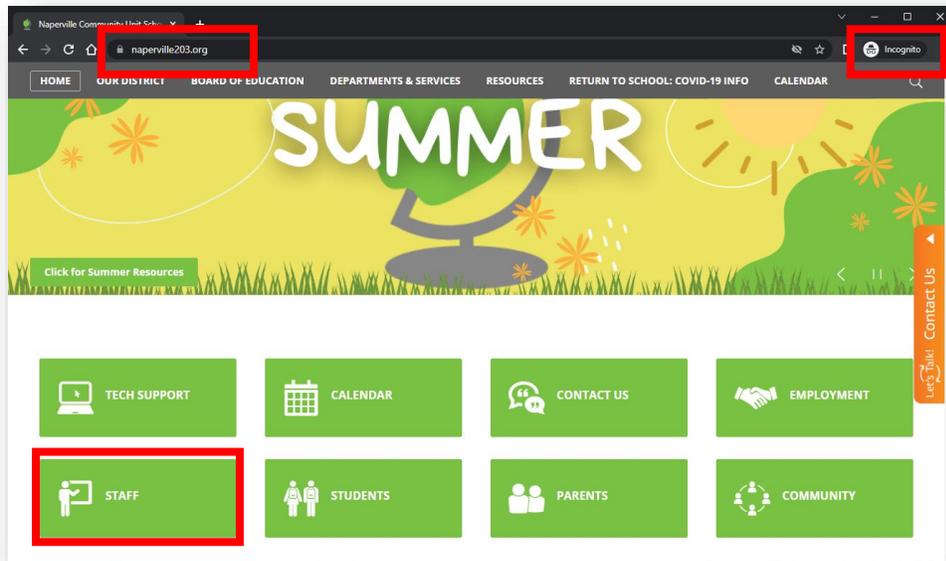
Accessing District 203 Staff Logins

1. Open a new incognito window and sign in to your District Google account

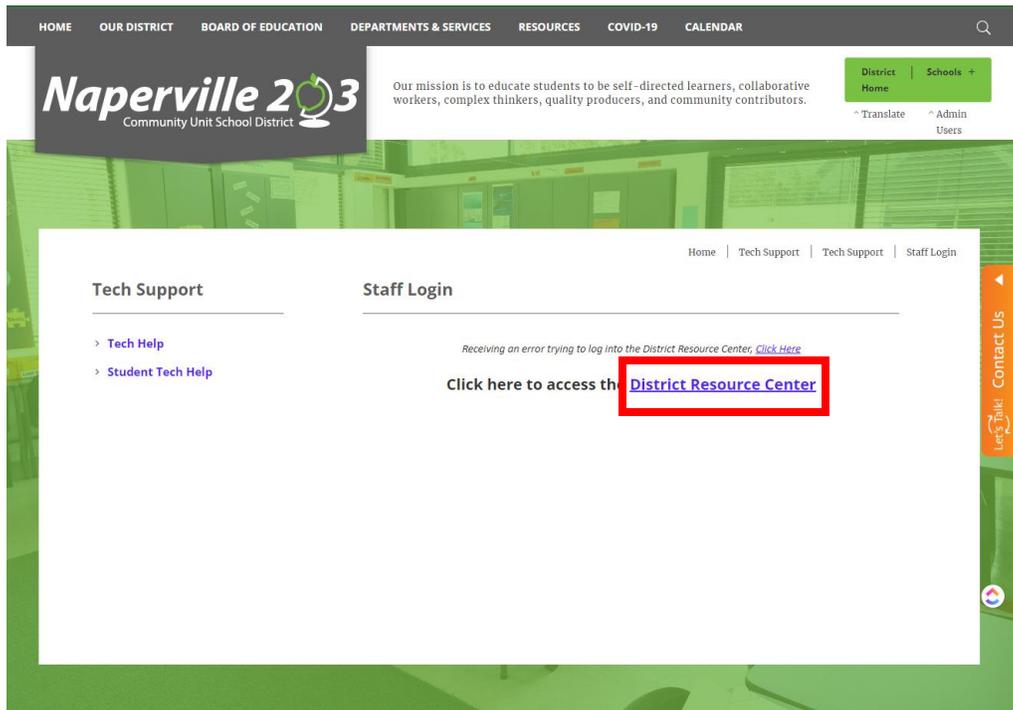
- a. Open a new browser window/page and go to Google.com
- b. Locate the 3 vertical dots menu () in the upper right corner. Click and select “new incognito window”



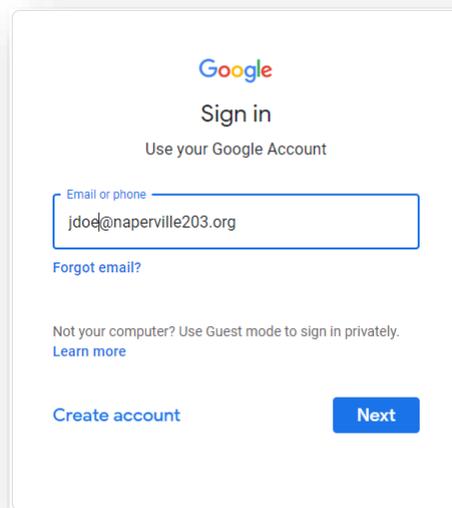
- c. Go back to naperville203.org and select Staff



d. Click the link to the District Resource Center



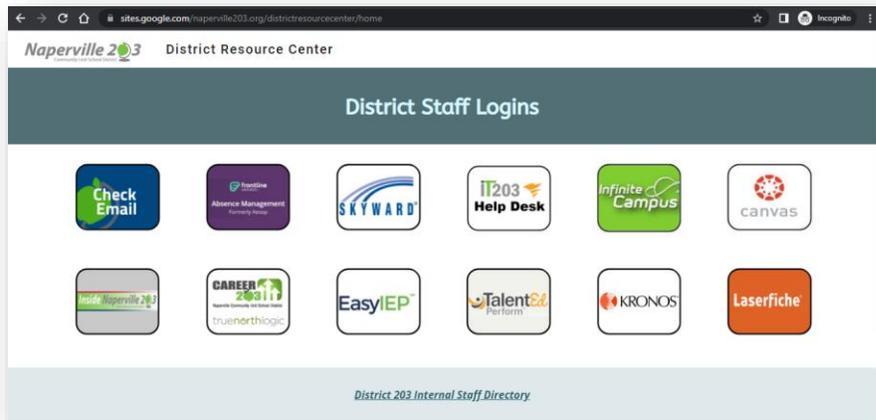
e. Log in using your **District 203 Google** account. (ie. `jdoe@naperville203.org`)



- f. You will be redirected to DUO Single sign-on. Sign in with your network credentials as usual (your district email and the password you use to log into your computer, email, etc)

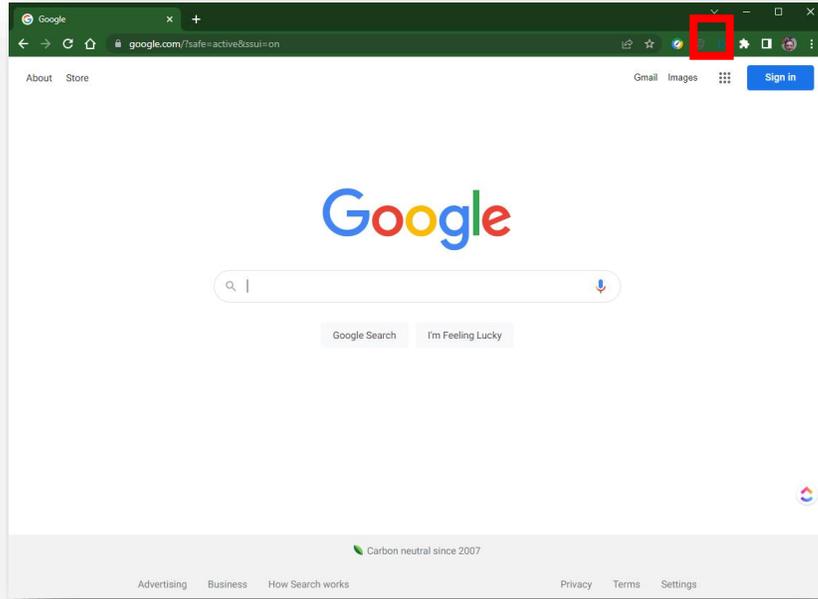


- g. Upon successful login to your Google account and verification by Duo, you will be taken to the District Resource Center page

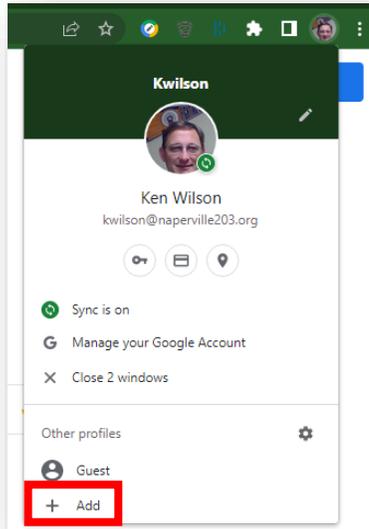


2. Create a new Google profile in the Chrome browser

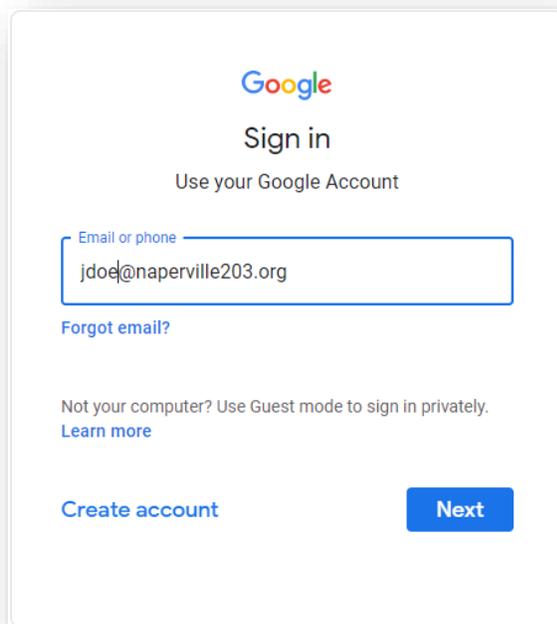
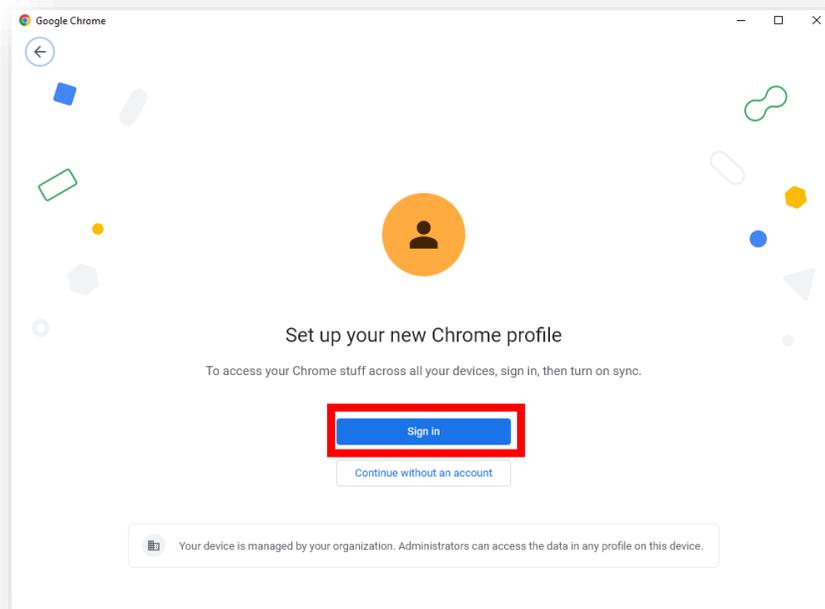
- a. Open a new browser window/page/tab and go to Google.com
- b. Locate the Chrome Profile picker menu/icon – Round circle with either an Initial, a Picture, or a Person icon



- c. Click and select the Plus sign to add a new profile

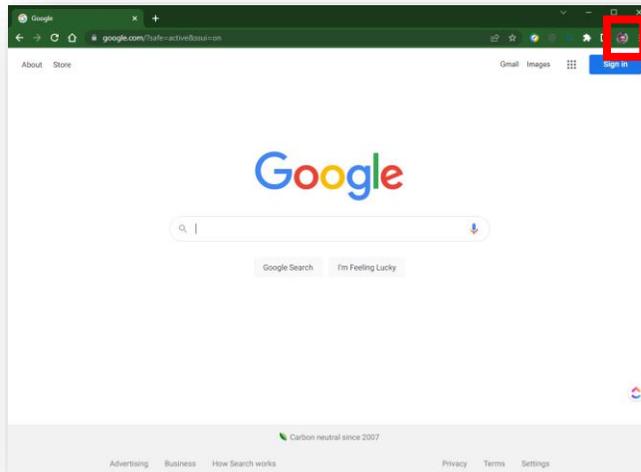


- d. Sign in to Google using your google email. You will be redirected to DUO SSO. Sign in with your network credentials as usual

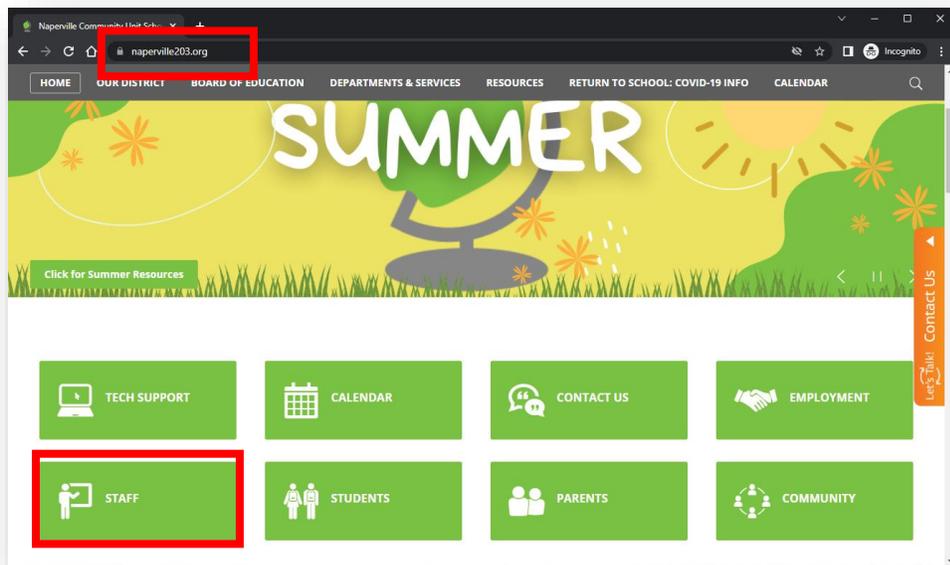


Accessing District 203 Staff Logins

- e. Once you have a new profile with your Naperville203 account you can switch back and forth between profiles as needed

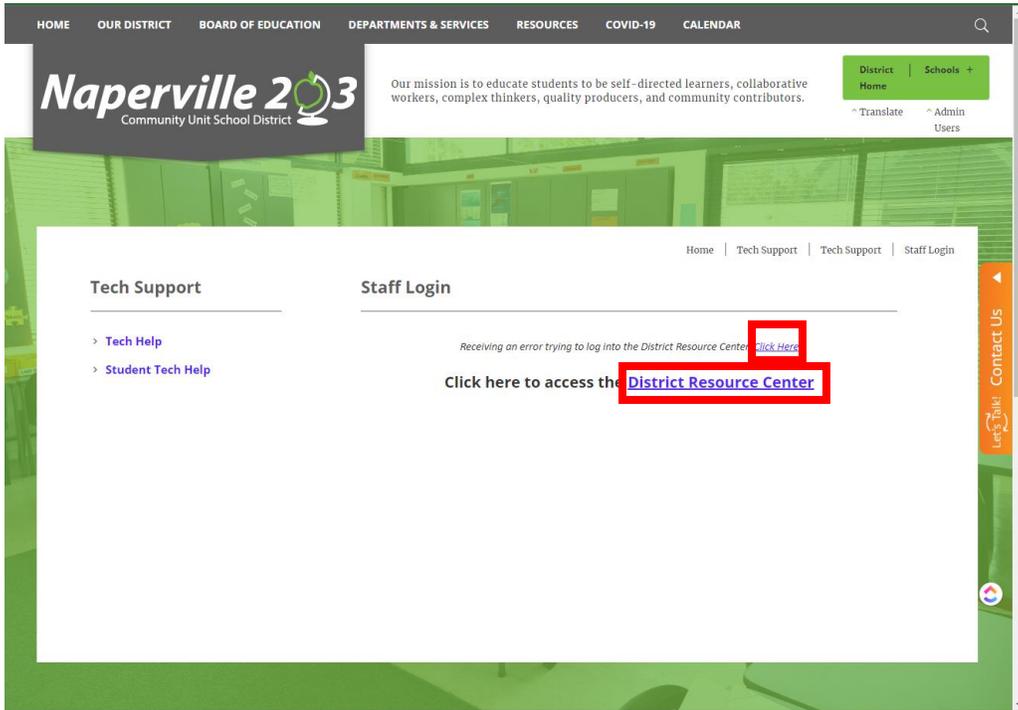


- f. Go back to naperville203.org and select Staff



Accessing District 203 Staff Logins

- g. You will be taken to a page where THIS document will be listed as well as a link to the District Resource Center



- h. This link will take you to the District Resource Center without being required to sign in



NOTE: Once you have a new profile with your Naperville203 Google account you can switch back and forth between profiles as needed within the Chrome browser.