Dear Indian Queen Families,

Thank you for your patience and perseverance as we’ve begun our virtual school year. We understand that there have been some technical difficulties logging into the Zoom meetings. We have purposefully made our Zoom links as secure as possible in order to protect the safety of our students. We believe that this document from PGCPS t3 will hopefully solve the problems. We have also attached a short video showing the steps in order.

Please follow these directions in the order given BELOW.

1. **Sign Into Zoom: Choose CLEVER or the ZOOM APP**

   **Sign In via Clever**
   1. Sign in to Clever at clever.pgcps.org
   2. Click on the Zoom icon
   3. Click Sign in
   4. Enter your PGCPS Username & Password and click Sign In

   **Zoom App**
   1. Click on the Zoom icon
   2. Click the Sign in tab
   3. Click SSO Sign in with SSO
   4. Enter pgcps-org and click Continue
   5. Enter your PGCPS Username & Password and click Sign In

2. **Get the Meeting Info from Google Classroom**

   1. In a new tab, go to your class in Google Classroom
   2. Find the post about your Zoom meeting.
   3. Copy the Meeting ID and Password* or click the Meeting link (If there is one)

3. **Join the Zoom Meeting**

   **Join with a Meeting ID**
   1. Return to Zoom and click Join a Meeting
   2. Enter the Meeting ID
   3. Click Join
   4. If prompted, choose how to launch Zoom: Open zoom.us or Join from your browser
   5. Enter the Password* (If prompted)
   6. Click Join

   **Join with a Link**
   1. Click the link in Classroom
   2. Choose how to launch Zoom: Open zoom.us or Join from your browser
   3. Enter the Password* (If prompted)
   4. Click Join

   If you forgot to Sign Into Zoom First:
   1. Scroll and click “Sign in with SSO”
   2. Enter “pgcps-org” > Continue
   3. Enter your PGCPS logon details

If you have any problems logging into Zoom, please contact Ms. Kauffman at karen.kauffman@pgcps.org.