

INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI

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STEPS ON HOW TO LOGIN WITH GOOGLE ON DIGITAL CAMPUS AND E-LEARNING

1. Requirement

Corporate Email (INES Email). Remember that all corporate emails have default password of

<u>12345@Ines</u> and is changed once is used for the first time. Do not include Slash(/) in your Corporate

Email follow this format:

- Undergraduate: ug(reg_number)@ines.ac.rw Eg: ug22170982@ines.ac.rw
- Masters: (reg_number)@ines.ac.rw Eg: mt120322@ines.ac.rw
- Password of your Corporate Email
- Updated Chrome Browser (Phone users)

2. Sign in With Your Corporate Email

<u>Computer Users</u>: Open your browser and sign in with corporate email on Gmail login page.

<u>Phone Users</u>: Follow the following Steps if it is your first time to use login with google on E-Learning and if not go to step 3.

- Open Phone Setting
- > Account
- Add Account
- > Google
- Put your Phone Password/PIN/Fingerprint (if required)
- Enter your Corporate Email
- Enter Your Password. Remember to use default password for the first-time which is <u>12345@Ines</u>
- Click on Accept button
- If it is your first time to sign in, you will be required to change the password put your wish password with at least 8 characters.
- Click on I agree button

BRAVO. Now after you have successful added corporate account in your phone, you can now access both E-Learning and Digital Campus by just one click.

3. Login With google on E-Learning

- Open your browser and go to <u>E-Learning Login Page</u>
- Click on Google Login Google
- Select Corporate Email
- **NB:** To login on digital campus with google use same process.