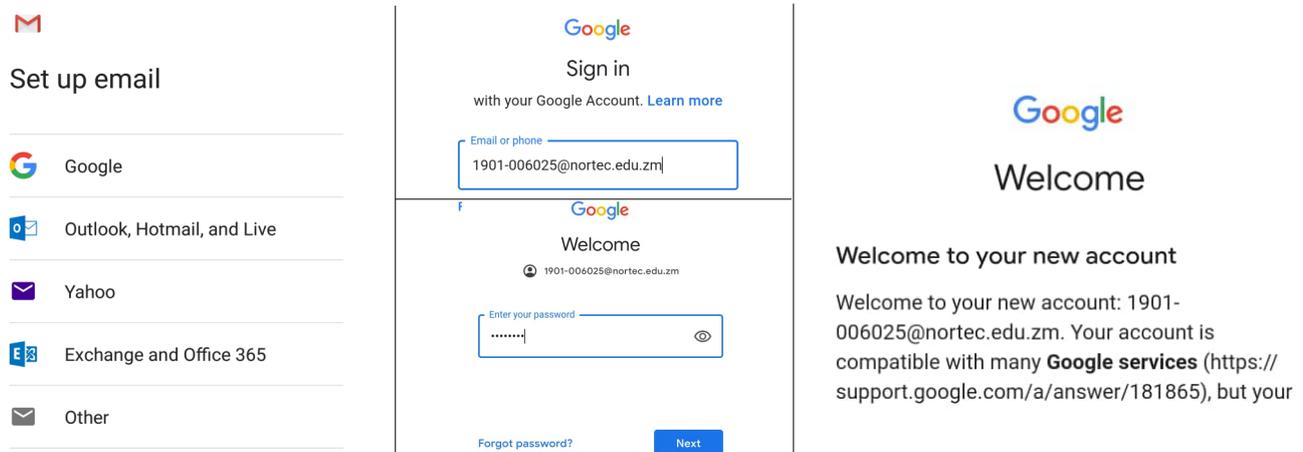


NORTEC E-Learning Account Setup Guidelines

1. Set up your e-learning account. This is your StudentNumber@nortec.edu.zm eg. If your Student Number is 1901-006025 then the account is 1901-006025@nortec.edu.zm

(a) On Android Phone go to Gmail App and Add Account to your Device as below. Default Password is **nortec2020**



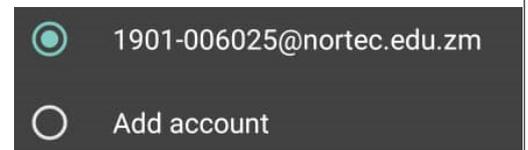
(b) If you are using a Laptop or Desktop go to Webpage <http://gmail.google.com> and enter your Student E-mail Account eg. 1901-006025@nortec.edu.zm Default password is **nortec2020**

(c) If you are using Laptop / Desktop skip to Step 6

2. On Android download Google Classroom App from PlayStore and install it.



3. On first run when prompted point it to your Nortec Student Email Account.



4. Pick your Role as a Student



5. Once you have Paid School fees keep checking the APP or E-mail for Invitation to Join Classes. You just click on **Join**



6. Laptop / Desktop Users, once you have activated Email accounts you can Login to Classroom by going to webpage [https:// classroom.google.com](https://classroom.google.com)

Username is Student E-mail (eg. 1901-006025@nortec.edu.zm) **Default Password:** nortec2020

7. Keep on checking your e-mail account for future announcements like Time-Table

