

1. Sign into Classlink Launchpad. Make sure to use the Sign in with SAML option.

On the next screen, you will have to sign in with your Brevard Public Schools ID & Password.

For more information, please refer to this video about logging into Launchpad: <https://youtu.be/D-Hj2AbYn3Y>

2. Choose the Google Apps Domain for which you wish to archive documents.

**Elementary: Google Apps - Learn**

**Secondary: Google Apps - Share**

4. You will see a list of Google products associated with your account. By default, all products are checked.