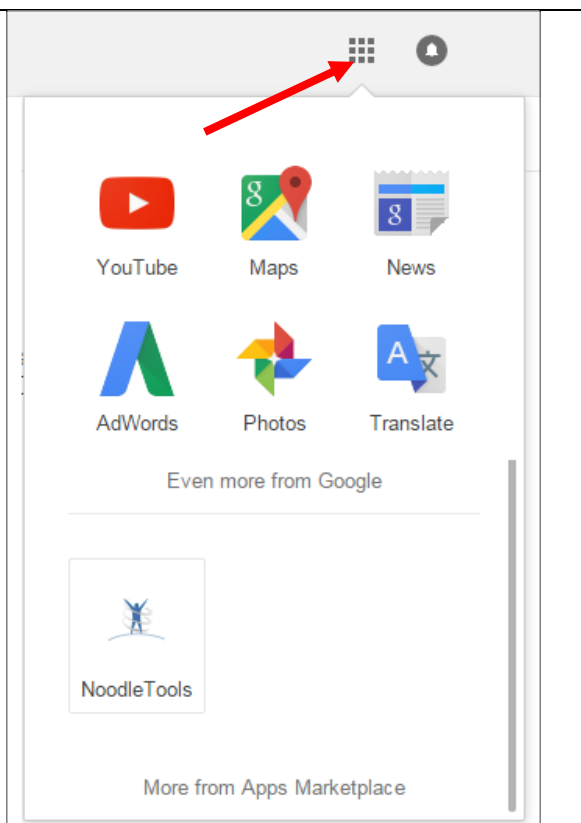


# How to access NoodleTools through Google (G Suite)

Fairfax County Public Schools has enabled access to NoodleTools through G Suite for all students and teachers. You can register as a new user or access an existing NoodleTools folder without the need to authenticate into the subscription or to remember a separate personal username and password.

## Accessing the installed app

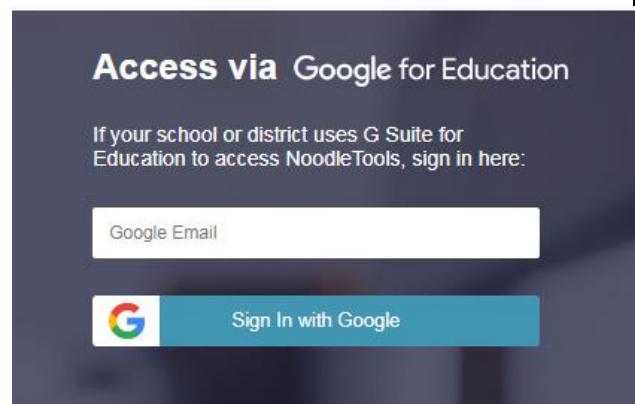
Log in to NoodleTools through the button found within the G Suite Universal Navigation Bar as pictured below. Note that the app button does not appear in the menu found under the Google home page (at [www.google.com](http://www.google.com)). You need to be in another Google App, like Mail or Drive.



An alternative option for logging in to NoodleTools is to go to <http://my.noodletools.com/logon/signin> or use the FCPS custom link <https://my.noodletools.com/logon/signin?domain=fcpsschools.net>

and select "Access via Google For Education" area of the main login screen (on the right side).

If you are using an **iPad or other mobile device**, the Google app menu will not display the NoodleTools app. Thus, you will log in with this method.



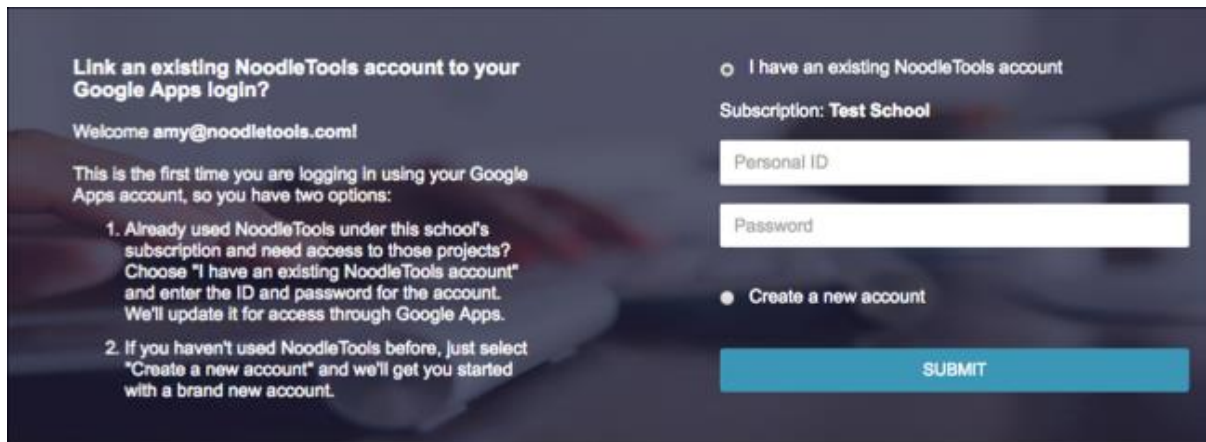
# Logging into NoodleTools

Clicking on the NoodleTools app in the Universal Navigation Bar.

If this is the first time you have logged in through G Suite this school year, an intermediate screen gives you an opportunity to either **create a new account** or to **link an existing account to your Google ID**

## Linking to a previously-created account

The intermediate screen below comes up the first time you log in through G Suite, and gives you an option to link to a pre-existing account. By default, "I have an existing NoodleTools account" is selected.



The screenshot shows a login screen with a dark background. On the left, there is a white text box with the following content: "Link an existing NoodleTools account to your Google Apps login?", "Welcome amy@noodletools.com!", and "This is the first time you are logging in using your Google Apps account, so you have two options:". Below this, there are two numbered instructions: "1. Already used NoodleTools under this school's subscription and need access to those projects? Choose 'I have an existing NoodleTools account' and enter the ID and password for the account. We'll update it for access through Google Apps." and "2. If you haven't used NoodleTools before, just select 'Create a new account' and we'll get you started with a brand new account." On the right side, there are two radio buttons. The top one is selected and labeled "I have an existing NoodleTools account". Below it, the text "Subscription: Test School" is displayed. There are two white input fields: "Personal ID" and "Password". Below the input fields, there is another radio button labeled "Create a new account". At the bottom right, there is a blue button labeled "SUBMIT".

If you have an existing account you want to use, enter the ID and password associated with your existing account and click **Submit**. This is the last time you will use your ID/password from the previously-created account. Your Google ID will now be associated with your existing NoodleTools account, and you will see your projects when you log in.

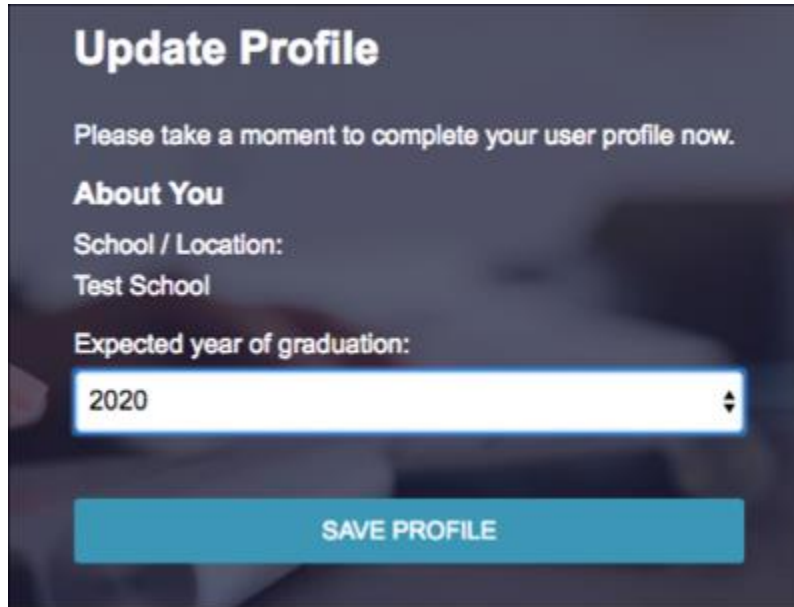
This will allow the user to access work previously stored in NoodleTools.

*See your librarian if you need to recover your username/password from your previously-created account.*

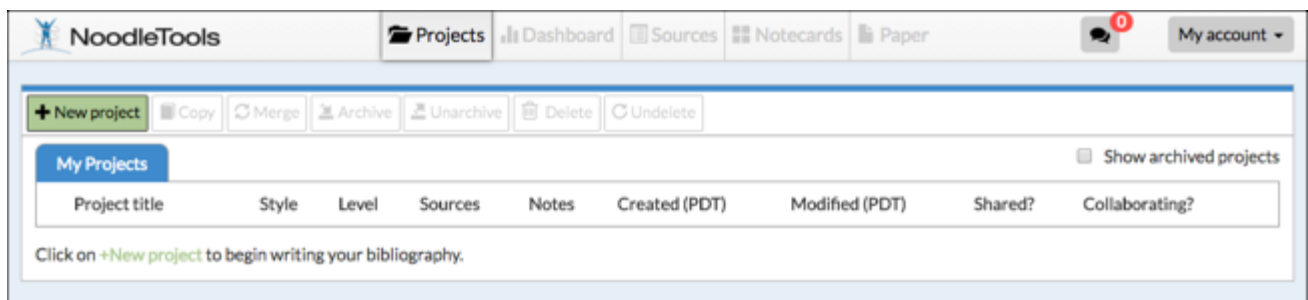
## Creating a new account

Alternatively, if you are new to NoodleTools or no longer need your old work, choose the **Create a new account** option on the screen and select whether you are a student or teacher. Click **Submit**.

On the **Update Profile** screen, select your graduation year and click **Save Profile**.



This will generate a new (empty) NoodleTools account in the system.



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## NoodleTools Companion App for iOS/Android

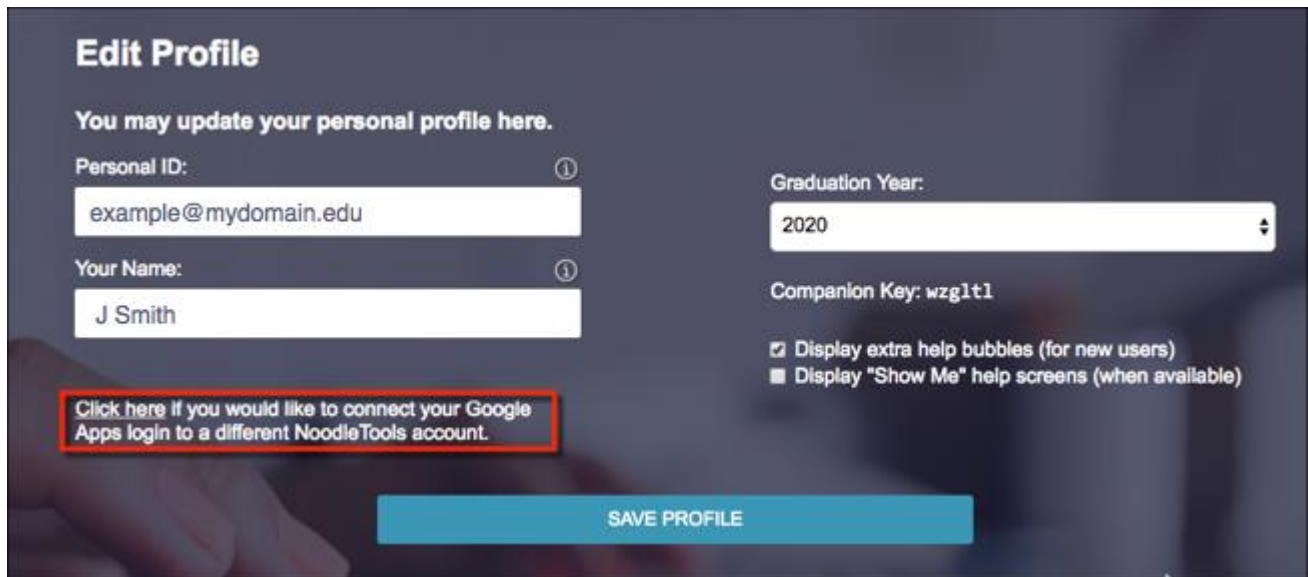
Users who authenticate through G Suite can also access the NoodleTools Companion iOS/Android app. Locate the "Companion Key" in their NoodleTools user profile and use that key as the password for logging in to the app (in conjunction with their Google ID as the username).

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## Unlinking a NoodleTools account from a Google ID (if you make an error when linking your account)

If you go through the screen to link an existing account or create a new account, and then realize you've made an error, you can unlink the account from your Google ID to start over. For example, you might have linked to the wrong ID/password (sometimes students have made multiple accounts), or you may have created a new account when you meant to link to an existing one.

To correct this, click **My account** in the upper right on your NoodleTools screen and select **My profile** to view your user profile. At the bottom of the next screen, click the link "Click here if you would like to connect your Google Apps login to a different NoodleTools account."



**Edit Profile**

You may update your personal profile here.

Personal ID:

Your Name:

Graduation Year:

Companion Key: wzgl1

Display extra help bubbles (for new users)  
 Display "Show Me" help screens (when available)

[Click here if you would like to connect your Google Apps login to a different NoodleTools account.](#)

Clicking the link will sign you out and disconnect your Google ID from the account. The next time you click on the NoodleTools app, you will see the intermediate screen again, allowing you to link to an existing account or create a new account.