

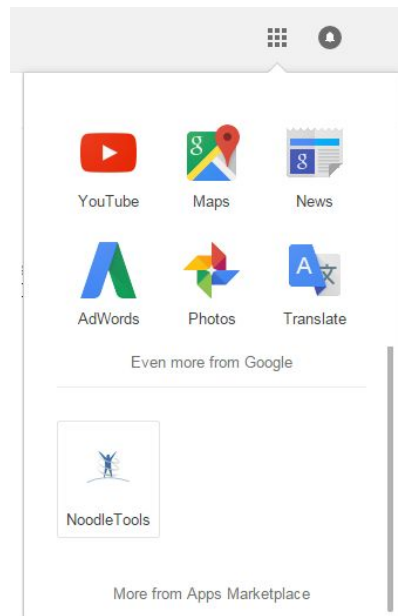
# How to access NoodleTools through Google Apps

Last revised: September 24, 2015

If your school or college has enabled access to NoodleTools through Google Apps, 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 Google Apps 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.



Alternatively, you can open NoodleTools from a customized link for your school, which looks similar to this:

<http://www.noodletools.com/logon/gapps/landing/XXX>

...where "XXX" in the URL would be replaced by your school's/district's Google Apps domain. Note that if your "student" domain is different than your "teacher" domain, there would be two separate URLs for this purpose.

If you are using an iPad or other mobile device, you will use this customized link to access NoodleTools since the app menu on those devices will not display the NoodleTools app.

## Logging in to NoodleTools

Clicking on the NoodleTools app in the Universal Navigation Bar or navigating to the customized login page URL in a browser initiates the login process. You will be prompted to select your Google Apps account. If this is not your first time logging in this way, you will be automatically logged in and see your Projects screen.

If this is the first time you have logged in through Google Apps, an intermediate screen gives you an opportunity to either create a new account or to link an existing account to this Google Apps login.

### Linking to a previously-created account

The intermediate screen below comes up the first time you log in through Google Apps, and gives you an option to link to a pre-existing account.

**Link an existing NoodleTools account to your Google Apps login?**

This is the first time you are logging in using your Google Apps account, so you have two options:

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.
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.

I have an existing NoodleTools account

**Subscription:** School (Testing)

**Personal ID:**

**Password:**

Create a new account

If you wish to do so, enter the ID and password associated with your existing account and click **Submit**. Your Google account will now be associated with that existing NoodleTools account, and you will see your projects when you log in.

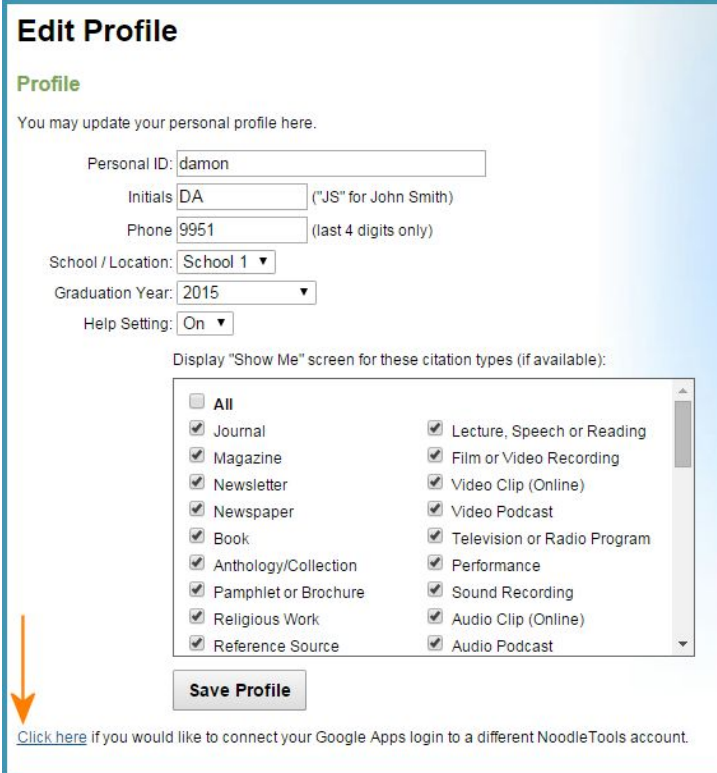
## Creating a new account

Alternatively, if you are new to NoodleTools or no longer need your old work, you can choose the **Create a new account** option on the screen. This will generate a new (empty) NoodleTools account in the system.

## Unlinking a NoodleTools account from a Google ID

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 to edit your user profile, then click "Click here if you would like to connect your Google Apps login to a different NoodleTools account" option at the bottom of that screen.



**Edit Profile**

**Profile**

You may update your personal profile here.

Personal ID:

Initials:  ("JS" for John Smith)

Phone:  (last 4 digits only)

School / Location:

Graduation Year:

Help Setting:

Display "Show Me" screen for these citation types (if available):

<input type="checkbox"/> All	<input checked="" type="checkbox"/> Lecture, Speech or Reading
<input checked="" type="checkbox"/> Journal	<input checked="" type="checkbox"/> Film or Video Recording
<input checked="" type="checkbox"/> Magazine	<input checked="" type="checkbox"/> Video Clip (Online)
<input checked="" type="checkbox"/> Newsletter	<input checked="" type="checkbox"/> Video Podcast
<input checked="" type="checkbox"/> Newspaper	<input checked="" type="checkbox"/> Television or Radio Program
<input checked="" type="checkbox"/> Book	<input checked="" type="checkbox"/> Performance
<input checked="" type="checkbox"/> Anthology/Collection	<input checked="" type="checkbox"/> Sound Recording
<input checked="" type="checkbox"/> Pamphlet or Brochure	<input checked="" type="checkbox"/> Audio Clip (Online)
<input checked="" type="checkbox"/> Religious Work	<input checked="" type="checkbox"/> Audio Podcast
<input checked="" type="checkbox"/> Reference Source	

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

Clicking the link signs you out and disconnects your Google Apps login 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.