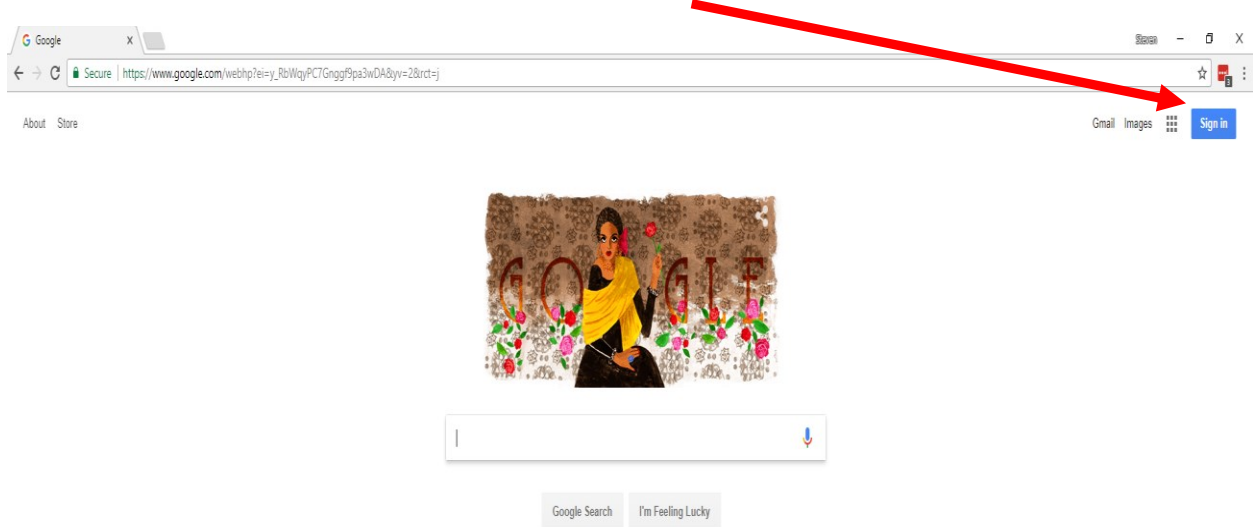1.Go to Google.com

2.Click on the "Sign in" button on the top right corner of the page.

3.Your sign in is your lastname and first initial @wssd.bz so mine is vogelsongs@wssd.bz and the password is the same password for your network account.

4. If you logged in successfully you will see a letter icon of your First name.

This will then give you access to see the calendars when you visit the ACE Calendar page and to use the request form.