

# Using Google Drive

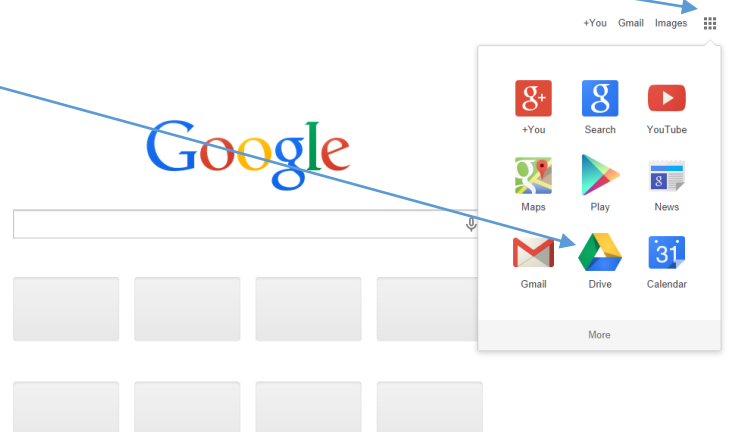
Students have a school district Google account with a non-functioning email address. The login credentials to their Google Account are the same as the district network login (first initial of first name and then the last name, i.e. Tabitha Smith would be *tsmith*.) They have created their own passwords using the Password Management Tool (PMU) that can be found on the school district website under the Links section. They have the ability to change their passwords at any time, but some teachers have requested that they tell them first. They do not need to create a personal account for school related curriculum.

1. Go to Google.com ([www.google.com](http://www.google.com))



2. Click on the square with nine dots icon

3. Click on the Drive icon




#### 4. The Google Account Sign in box appears.



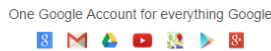
One account. All of Google.

Sign in to continue to Google Drive

  
  
  
  
 Stay signed in [Need help?](#)

[Create an account](#)

The student now types in his/her login credentials (example)  
Email: tsmith@ims.k12.nj.us  
Password: his/her district login password the same they use in school during the day



#### 5. This is what the drive menu should look like.

Drive

CREATE

My Drive

Shared with Me


Starred

Recent

Trash

More ▾

Install Drive for your computer



Try the new Drive.  
We've been working hard to create a clean, fast, fresh experience for you.

[Take me to the new Drive](#) [Learn more](#)

My Drive

<input type="checkbox"/>	TITLE	OWNER ▾	LAST MODIFIED ▾
<input type="checkbox"/>	☆  math	me	Oct 2 me
<input type="checkbox"/>	☆  oct	me	Oct 8 me
<input type="checkbox"/>	☆  BCETAEMAIL-10-24-2014	me	Oct 24 me
<input type="checkbox"/>	☆  ink inventory 9-10-2014	me	Sep 16 me
<input type="checkbox"/>	☆  Untitled document	me	Sep 17 me
<input type="checkbox"/>	☆  Untitled spreadsheet	me	Sep 15 me