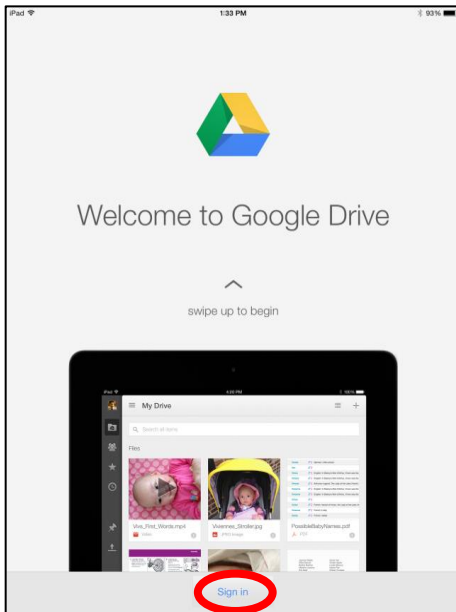


# Google Drive App

## Student Instructions to access FHSD Google Account



1. Go to **drive.google.com**
2. Enter your username and password

**Username:**

**astudent456@g.fhdschools.org**

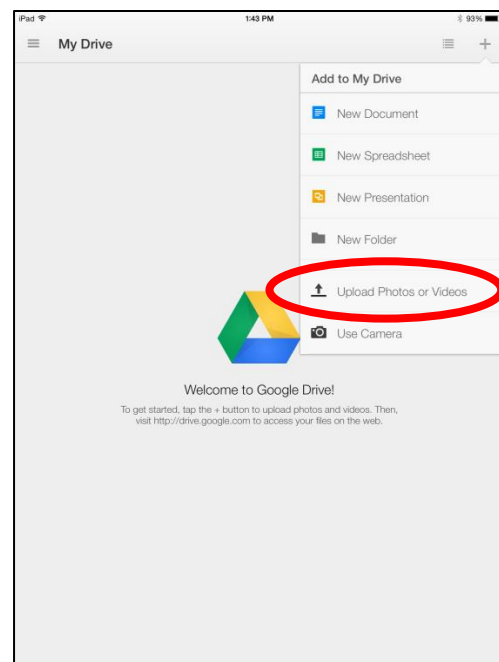
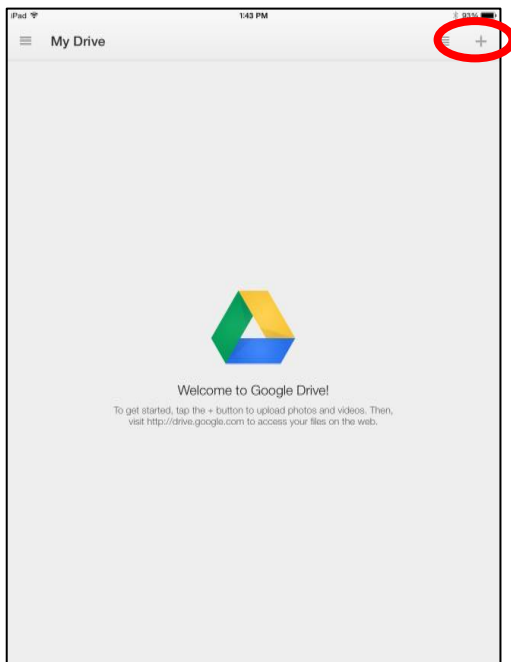
(first initial last name last three digits of student number@g.fhdschools.org)

**Password: Fhsd#####**

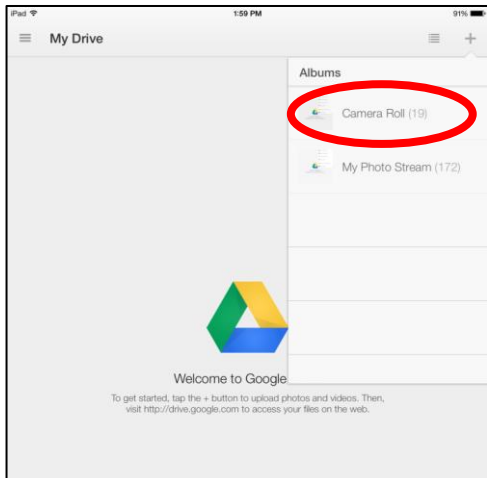
(use your student number instead of #####)

3. You will be prompted to change your password after you login in for the first time. We suggest using your school computer password.
4. Now you are ready to use Google Drive!

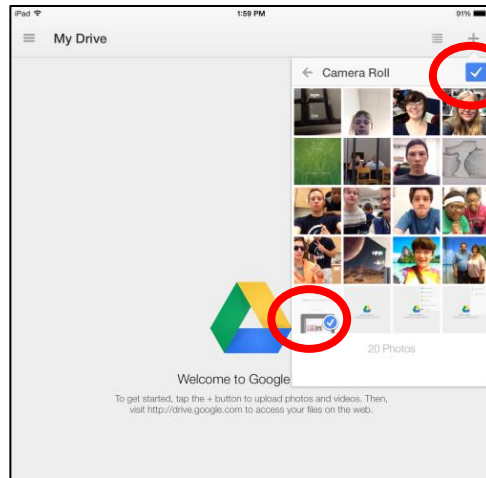
## Upload Photo or Use Camera in Google Drive App



# Upload Photo or Use Camera in Google Drive App Continued



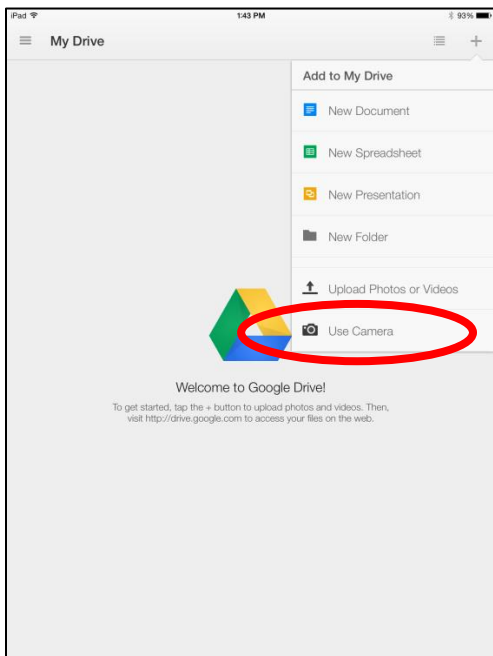
then



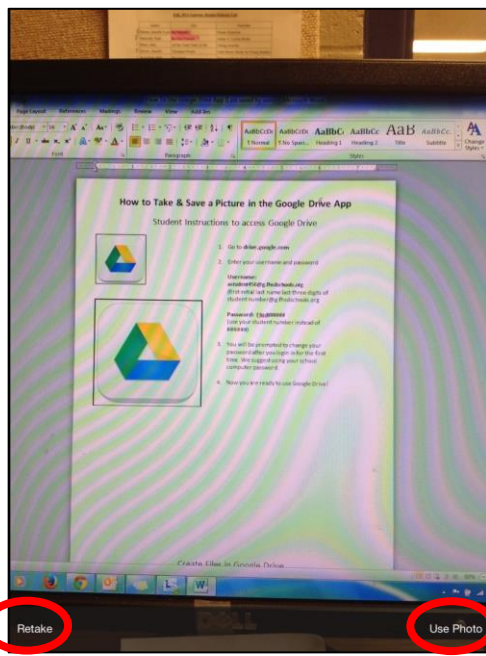
Select the picture(s) you'd like to upload

Select the blue checkmark at the top right

or...

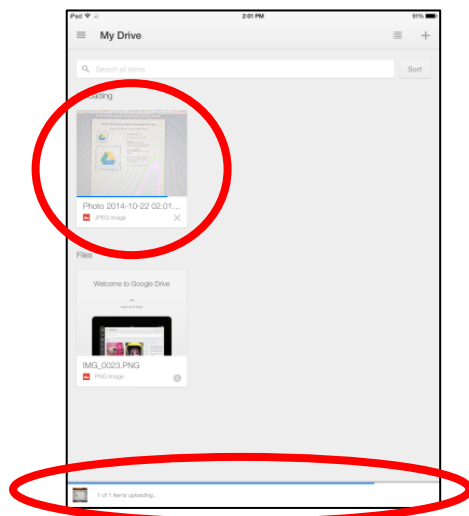


then



Take your picture

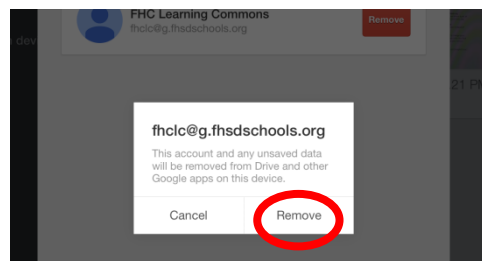
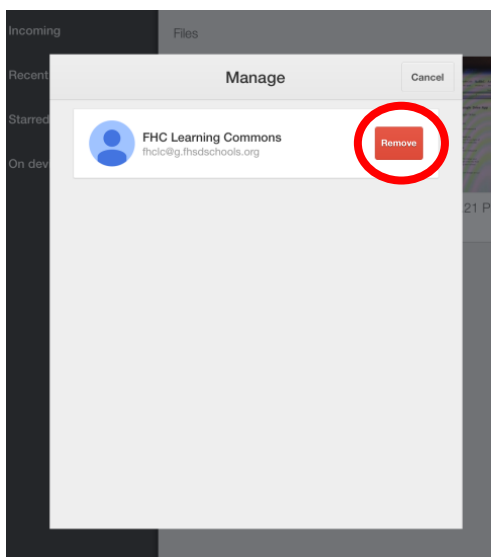
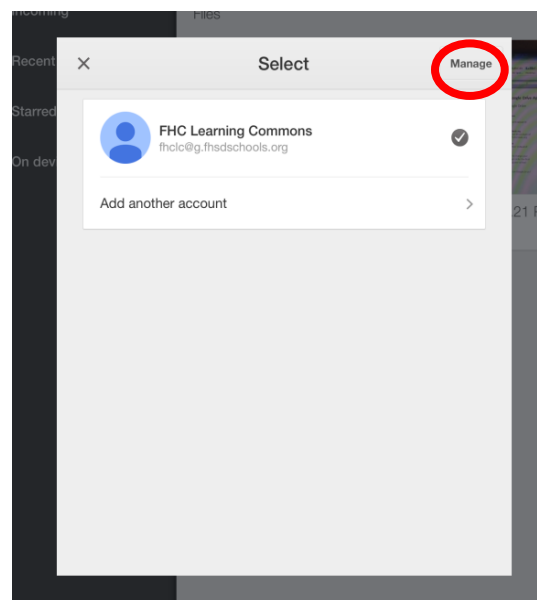
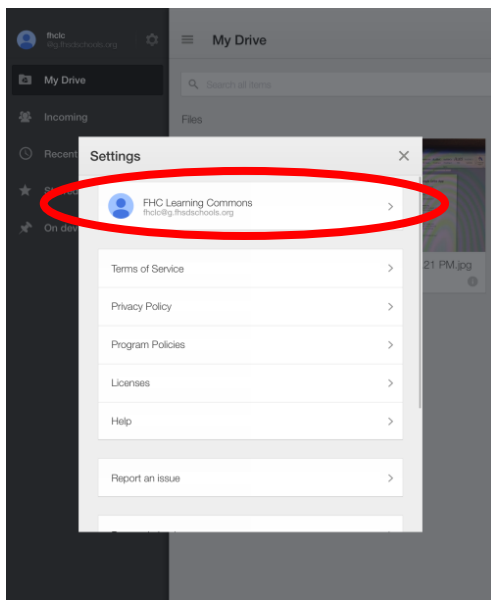
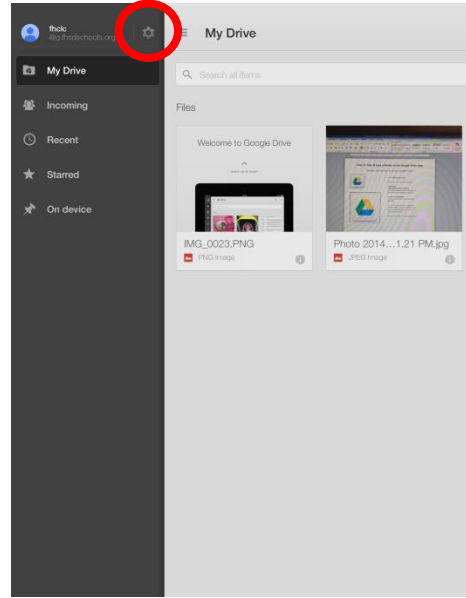
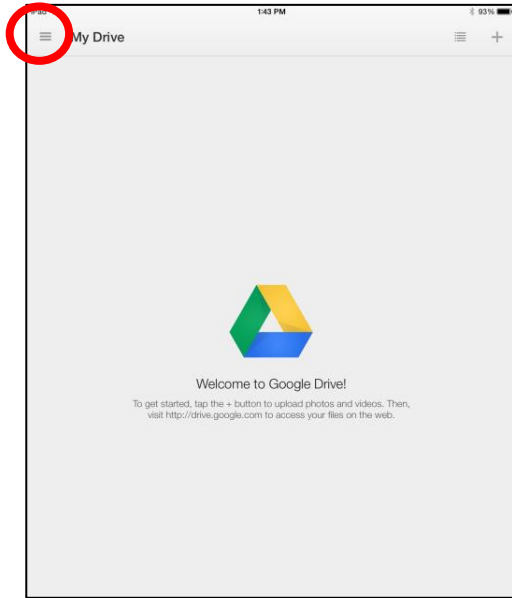
Select 'Use Photo' (or 'Retake' & try again)



You will see your picture greyed out & a blue bar while it's uploading

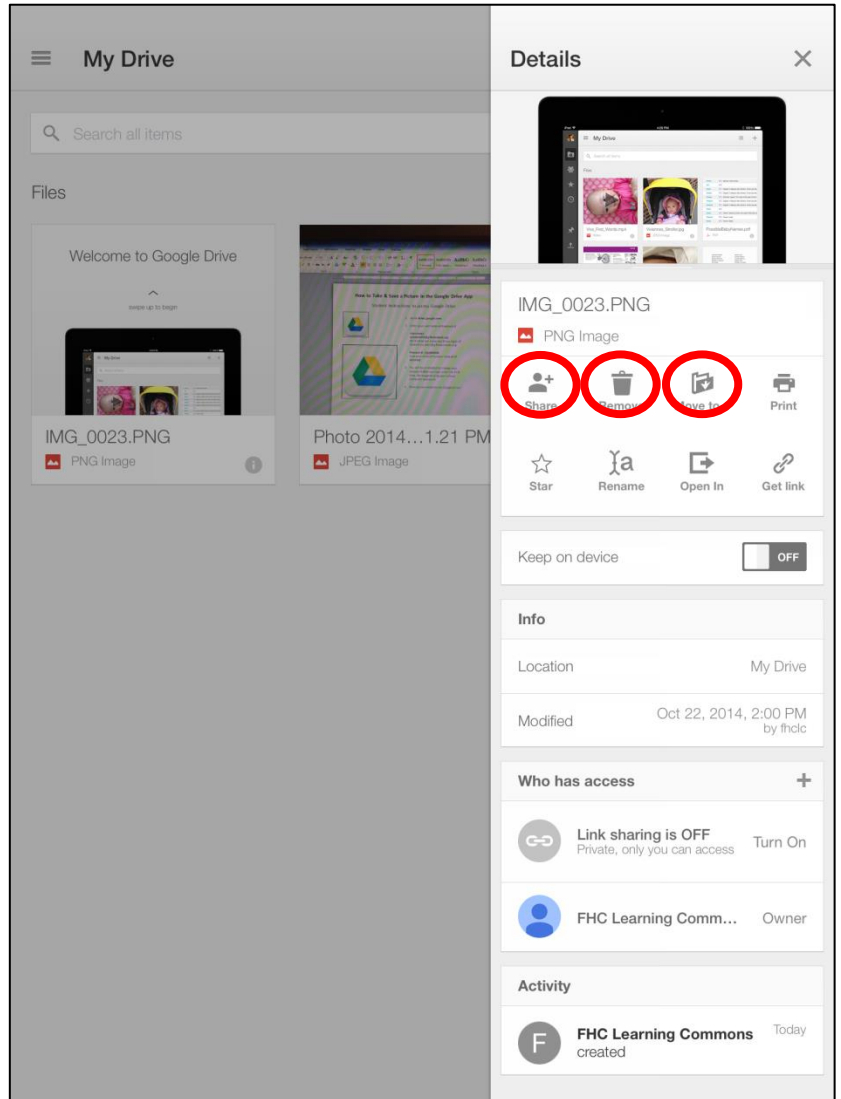
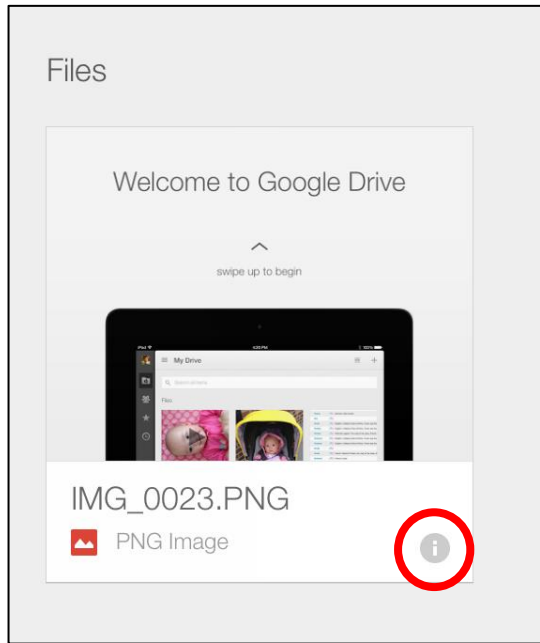
If it's taking 'forever' to upload – trick the app to speed up by closing the app, then opening it again

# How to Log Out of the Google Drive App & Get Your Profile Off the iPad



Done!

# How to Share, Remove, or Move Files in Google Drive



FYI – You can't create or edit docs, sheets, or slides in the Google Drive App, instead, use the 'Docs', 'Sheets', and 'Slides' Apps. 😊