**How to Log On to Your “Google Drive” Account:**

GO TO: [https://](https://docs.google.com/)**[docs](https://docs.google.com/)**[.](https://docs.google.com/)**[google](https://docs.google.com/)**[.com/](https://docs.google.com/)

LOG IN.

Your **User Name** is:

**DS**

Followed by:

**Your 6 digit Student ID number**

Followed by:

**Your first and last initial**

*SO IT WILL LOOK LIKE THIS:*

**DS123456AB**

**ONLY YOU KNOW YOUR PASSWORD. KEEP A RECORD OF IT SOMEWHERE SAFE SO YOU DON’T FORGET IT!**