

## CCS Google Drive on your Android Device



Before you begin, you will need to go to the Google Play app store and download/install Google Drive by Google, Inc. This is a free app. Once the Google Drive app has been installed...



1. On the home screen, press the **Menu** button.
2. Touch **Settings**.
3. Select **Accounts**.
4. Press the **Add Account** button at the bottom of the screen.
5. To setup an account, press the **Google icon** to *Add a Google Account*.
6. You'll be taken to a screen that says *Add a Google Account*. Press the **Next** button at the bottom, which will take you to a sign-in screen.
7. **DO NOT press Sign-In on this screen.** Instead, press your device's **Menu** button here to bring up an additional option to use **Browser Sign-In**. Press the **Browser sign-in** button.
8. If prompted on the next screen "*Use this screen if you have special login considerations that require a web browser*" press the **Next** button at the bottom.
9. Wait a moment while it goes out to the browser to the Google sign-in screen.

### **IMPORTANT**

**Email = your CCS username with @ccs.k12.in.us after it.** For example,

[joesmith@ccs.k12.in.us](mailto:joesmith@ccs.k12.in.us) (students) or **your full CCS email address**,  
[lkarpiuk@ccs.k12.in.us](mailto:lkarpiuk@ccs.k12.in.us) (staff)

Your password is the same as your normal CCS password. Press the blue **Sign-In** button. You will then be re-directed to the blue and gold CCS Google sign-in screen.

**On the blue and gold CCS Google sign-in screen, you'll enter JUST your normal CCS username and CCS password.** (Not full email.) Then your CCS Google account will be added and accessible on your device.

**Now open the Google Drive app.** You'll be able to select your CCS account to use with Drive. Click *My Drive* to go to your Drive, or *Shared with Me* to access files and folders shared with you. To change between your CCS account and your personal Google account, press your account name at the bottom of the screen and select which account you want to use with Drive.

