


## CCS Google Drive on your Apple Device



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

1. Click on the icon to open the Google Drive app. 
2. You will be taken to a Google sign-in screen.
3. In the username/email field, type in your username with **@ccs.k12.in.us** added on to it, i.e. [joesmith@ccs.k12.in.us](mailto:joesmith@ccs.k12.in.us) (students) or [lkarpiuk@ccs.k12.in.us](mailto:lkarpiuk@ccs.k12.in.us) (staff). Your password is your regular CCS password. Click **Sign-In**.
4. You will be prompted to click **Continue** to be directed to the CCS login screen. Press **Continue**.
5. You will be re-directed to the blue and gold CCS Google sign-in screen. On this screen, enter ONLY your CCS username (not full email) and CCS password.

