



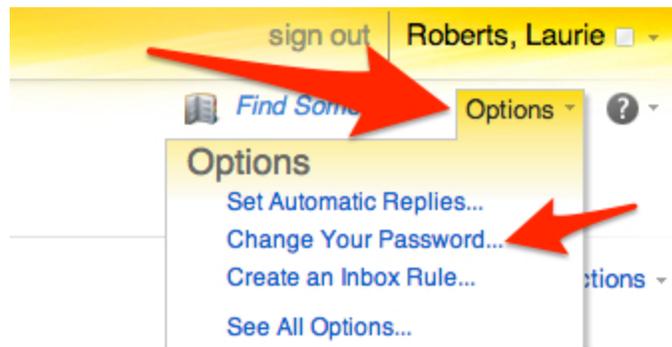
Google Drive Access for Teachers

STEP 1: Changing Your Active Directory Password

Please note: You can keep your password the same, but must go through this process. When you type in the new password and confirm it, just put in the same one you've been using.

1) Go to mail.wccusd.net and login as you would to access your email.

2) In the upper right hand corner, just under your name, click on Options then on Change Your Password.



3) Complete the form, then close all browser windows. At this point, you can go back to mail.wccusd.net and login again, this time using the "new" password.

NOTE: Your password is case sensitive, so **be careful what you type!**

STEP 2: Once you have changed the password and received a confirmation message, go to

drive.google.com

Use the same login information that you use with your email.

If you are being directed to your personal account, even after logging out:

1) Go to the main Google page (www.google.com).
2) In the upper right hand corner, click on the triangle to the right of your user name. Then click on Add account. This will give you the login box.

NOTE: Because Gmail accounts and the WCCUSD Google accounts use different domains, you can be logged into both your WCCUSD Google account and the Google account associated with your personal email AT THE SAME TIME. Woooooo!

