As of the beginning of 2015, all students will have access to unlimited online storage space via Google Drive.

Google Drive is a cloud storage service that allows users to store their documents, photos, videos, and more online in one place. From **Drive**, you can also access **Google** Docs, where you can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online.

More information about Google Drive can be found here:
http://www.google.com.au/drive/about.html

Students may access Google Drive, via their school based Google account. This has been set up for all students at CBHS Lewisham.

Student login procedure is as follows:

1. From within the Web Browser, (preferably Google Chrome), on any internet capable computer go to:

www.drive.google.com

2. In the space labeled 'Email', type in your school email address.

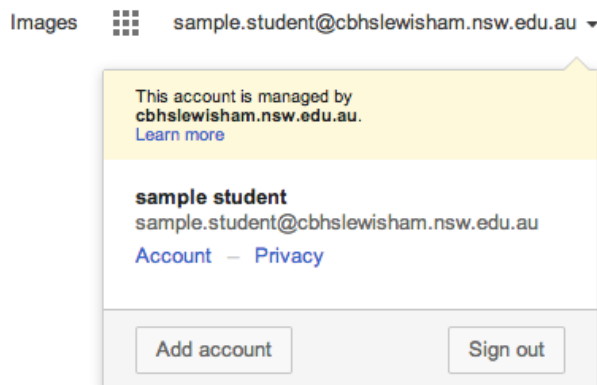eg. firstname.surname@cbhslewisham.nsw.edu.au

3. In the space labeled 'Password', type in **cbhslewisham** (all lower case)

4. Follow the prompts in order to access all the features Google Drive has to offer. THERE IS NO NEED TO **DOWNLOAD** GOOGLE DRIVE. (Unless of course you wish to install it onto your computer) Your Google Drive will be available to you on any device, with a web browser, which is connected to the Internet.
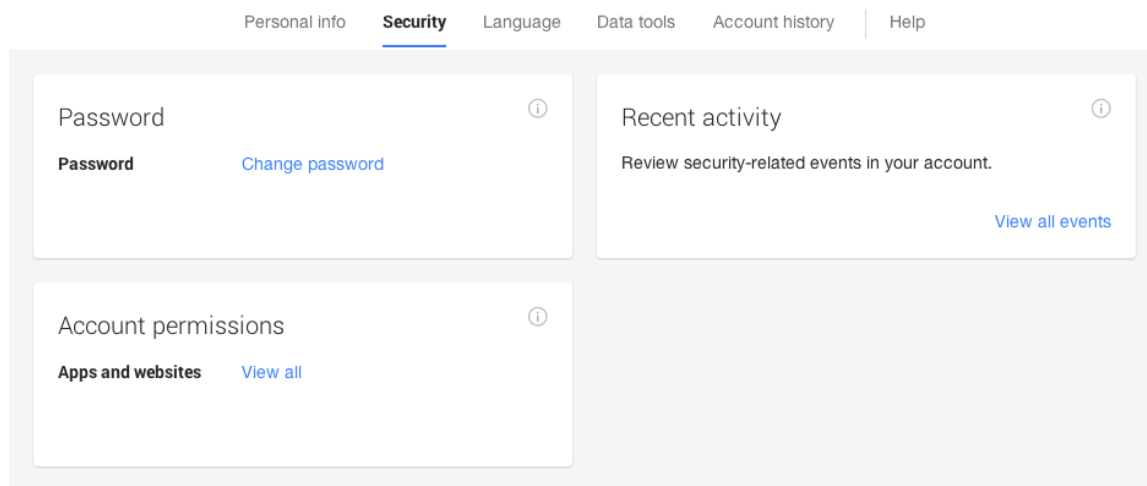
Once into your Google Drive, you will be prompted to change your password. (Minimum 8 characters – try to include numbers and capital letters)

If you wish to change your password at a later date follow the procedures below

5.   Towards the top right, you'll see your email address.
        Click on it, and then click on **Account**

6.   You'll see a menu appear. Press **Security**, then **Change password**.
        You will then be prompted to insert a new password.

If log in issues persist, please see the I.T helpdesk in G31 or Mr Papa at recess or lunch or alternatively send an email (via your school based email account) to:

elearning@cbhslewisham.nsw.edu.au