

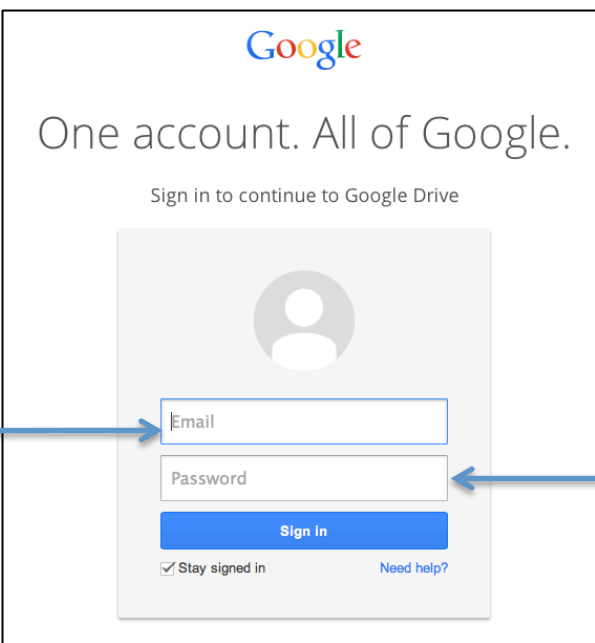
As of May 2014, all current Year 7 students will have access to thirty gigabytes (30GB) of online storage space via Google Drive.

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 in year 7 by the I.T Department here at CBHS Lewisham. Student log in procedure is as follows:

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



The image shows a screenshot of the Google Drive sign-in interface. At the top is the Google logo. Below it is the text 'One account. All of Google.' and 'Sign in to continue to Google Drive'. The main part of the interface is a sign-in form with a grey background. It contains an email input field, a password input field, and a blue 'Sign in' button. There are also checkboxes for 'Stay signed in' and a link for 'Need help?'. Two blue arrows point from the text instructions below to the 'Email' and 'Password' input fields respectively.

2. In the space labelled 'Email', type in your school email address.
eg. firstname.surname@cbhslewisham.nsw.edu.au
3. In the space labelled 'Password', type in your date of birth, (6 digits dd/mm/yy), with abc.
Eg. 090702abc
4. Follow the prompts in order to access all the features Google drive has to offer.

Based on previous experiences, a small number of students have encountered difficulties accessing their Google Drive account. Please ensure:

- a. Your name and date of birth are correct. Remember the 'dot' between your first name and your surname.
- b. Remember the '@cbhslewisham.nsw.edu.au' in your email address.

If log in issues persist, please see Mr Papa at recess or lunch or alternatively send an email (via your school based email account) to learning@cbhslewisham.nsw.edu.au