

Google Drive

Google Drive is online storage for documents you create. You can access your files from any computer or mobile device that has internet access.

You will need your **Active Directory login credentials** that you were given at check-in. This is the first part of your email address and your student ID number.

1. Log in to my.cherrycreekschools.org.

2. Select **myProductivity** at the bottom

3. Look for the tile called **Google Drive**.

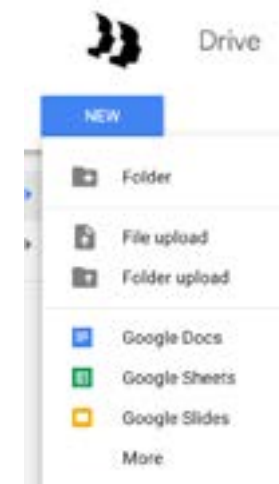
4. Type the first part of your email address. This is the same as your PowerSchool (or Active Directory) login.

5. Next, select "Organizational G Suite Account."

6. Then enter your password. This is your student ID number.

7. Click the "NEW" tab at the top left to create and store documents, spreadsheets, presentations, and more.

8. You can share documents with others, including your teachers, by using the "SHARE" button in the top right of a new document.



Need help?

Contact our help desk. 720-747-3636.

If you are at school, go to the Tech Support office located inside the Library.