

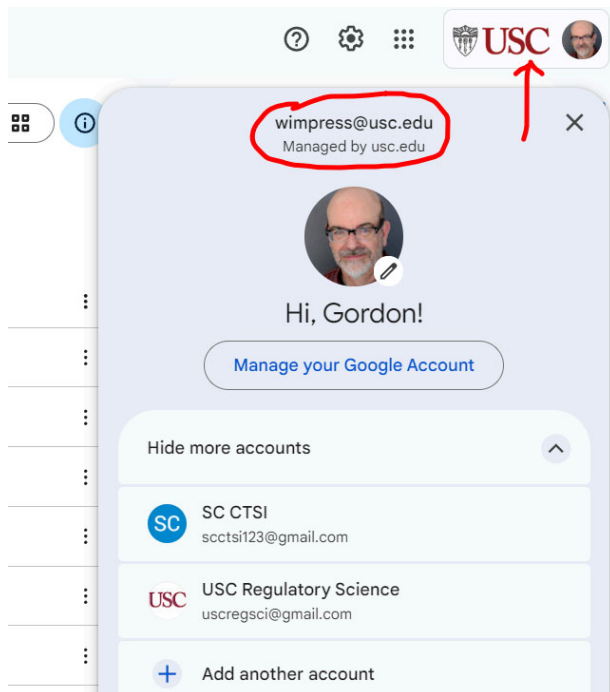
SC CTSI Google Shared Drive Quick Start



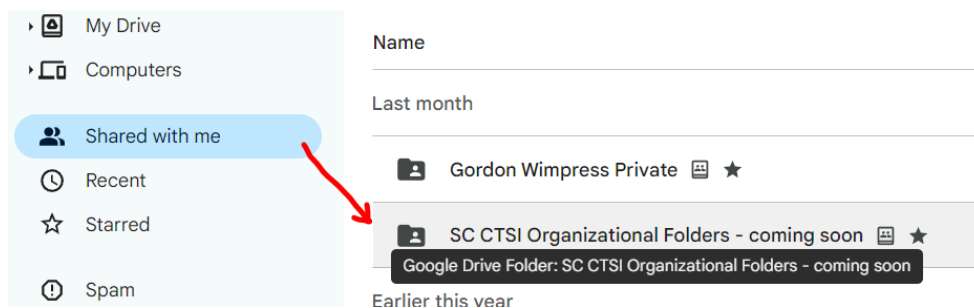
Open up a browser and go to drive.google.com

Click the icon in the upper right corner that opens up the window to allow you to sign in to Google.

Sign in to Google with your **@usc.edu** email address. You will be re-directed to the USC Shibolet system to sign in with you Net ID and passphrase. Only your @usc.edu account can be used to access the SC CTSI Shared Drive.

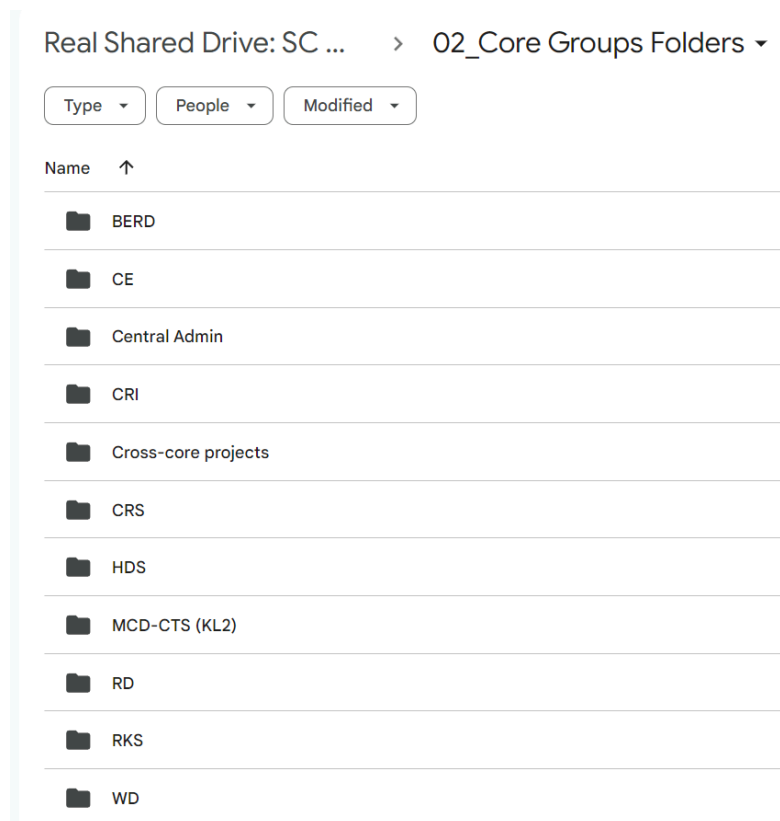


On your Drive dashboard, go to the “Shared with me” tab on the left side navigation.



Find the folder titled “SC CTSI Organizational Folders”. We recommend that you “star” and/or bookmark the folder for quick access.

Inside, you will see the folder titled “02_Core Groups Folders”. Within this folder, each core group has their own folder, and organizes it how they wish. Check with your supervisor for more on how your core’s folder is organized. (Note: some core group folders exist within the “Central Admin” folder)



Store your work-related material in the appropriate folder. You may upload, download, create and delete files and folders. PLEASE be careful when deleting anything. Deleted items go to the Shared Drive Trash folder (NOT your personal Trash) and can only be recovered by request. Deleted items stay in the Shared Drive Trash for 30 days and are then automatically permanently deleted.

If you have sensitive or confidential material that you need to store separately, use the [Communications Request Form](#) to request a Private folder. **NOTE:** Do not store patient data or HIPAA-protected data anywhere on a USC-provided Google Drive. It does not have the proper security in place for such data.

Watch our videos on **using the SC CTSI Shared Google Drive:**

<https://vimeo.com/985906277/c94346872c?share=copy>

and on **how to request and use a Private Folder:**

<https://vimeo.com/986622576/5f785c8896?share=copy>

Find more information on the USC-provided Google Drive, including resources on how to use the app on your computer or mobile device: <https://itservices.usc.edu/google-drive/>