



Uploading Files to Google Drive

Revision 5/23/2019

This document details how to upload files to Google Drive.

Google Drive offers unlimited storage space for students.

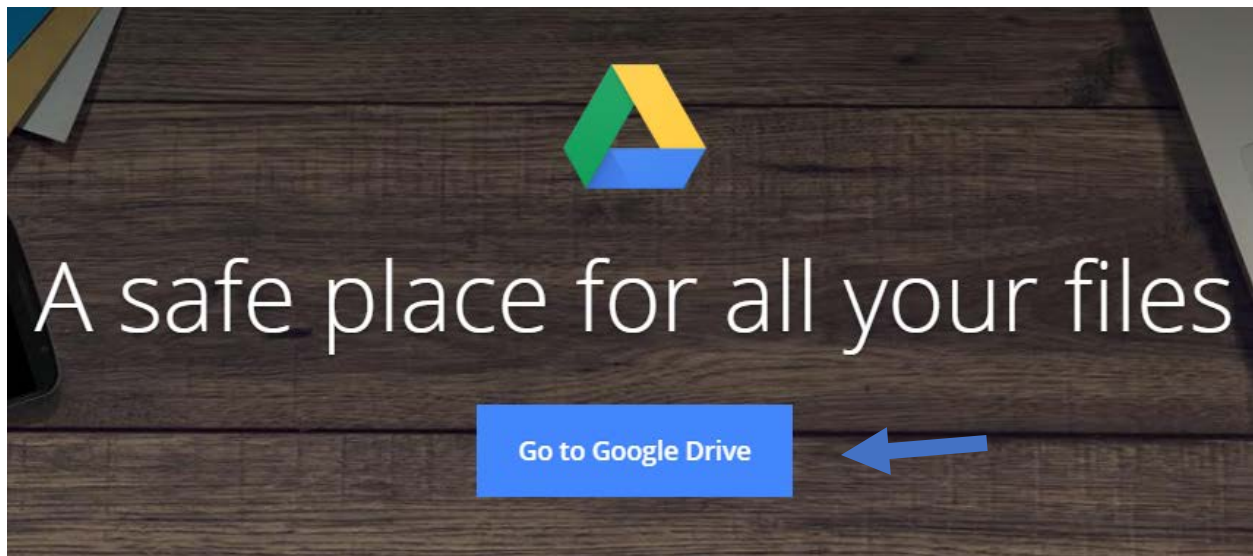
Requirements:

1. Has a student account at JCCC
-

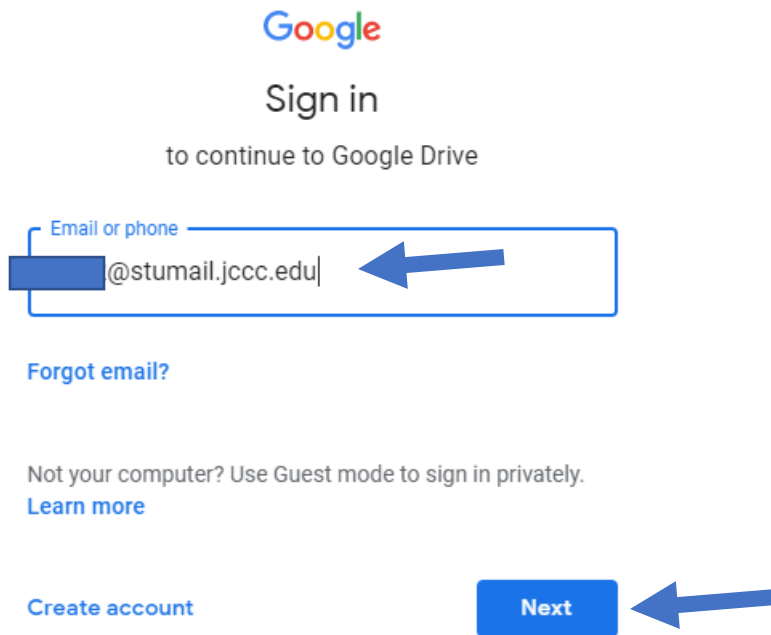
1. Go to this link:

drive.google.com

2. Click "Go to Google Drive"



3. Enter your JCCC email account (@stumail.jccc.edu) and click "Next".

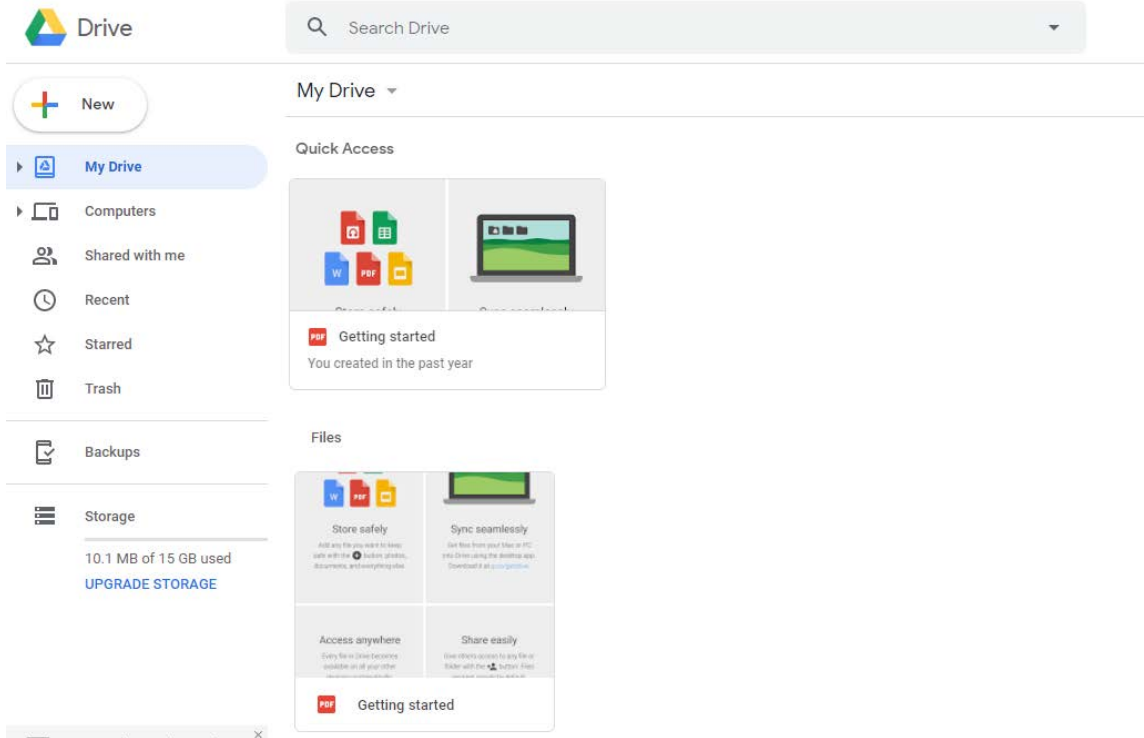


The image shows the Google sign-in interface. At the top is the Google logo, followed by the text "Sign in to continue to Google Drive". Below this is a text input field with the placeholder "Email or phone" and the text "@stumail.jccc.edu" entered. A blue arrow points to the end of the input field. Below the input field are three links: "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". At the bottom right is a blue "Next" button with a blue arrow pointing to it from the right.

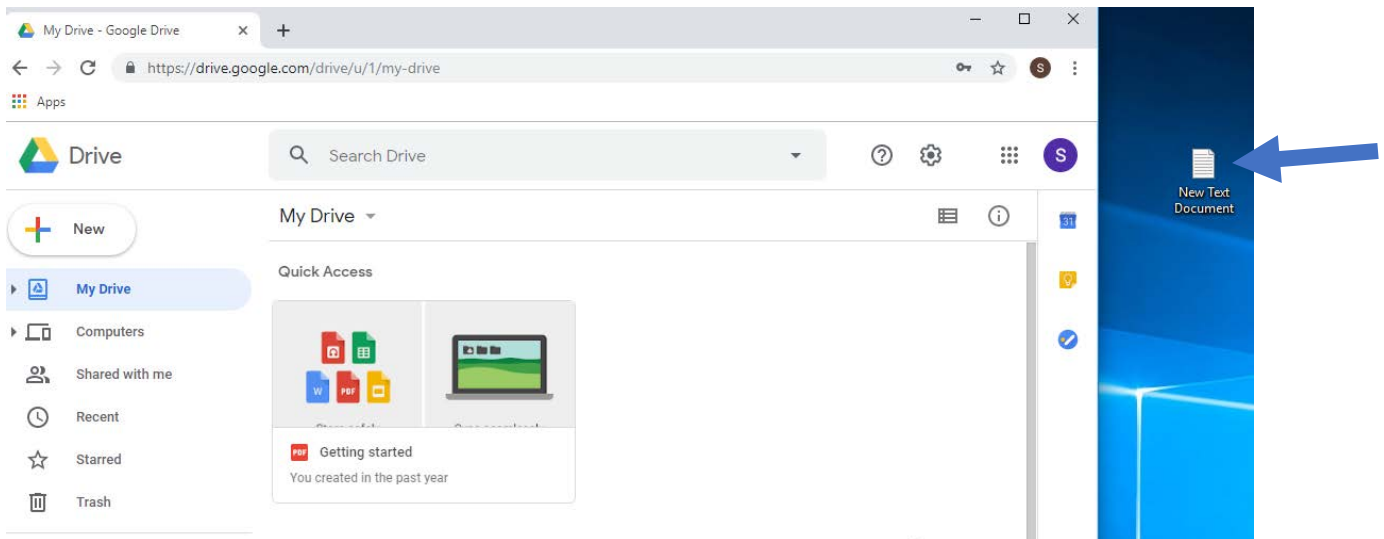
4. Enter your username (the name before the @ in your email) and password. Click "Login".

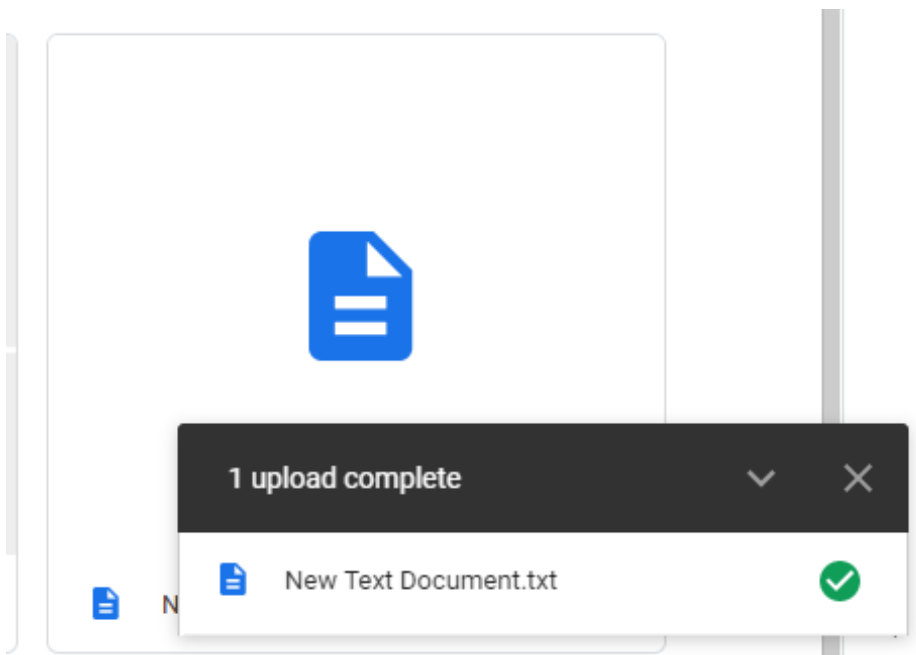
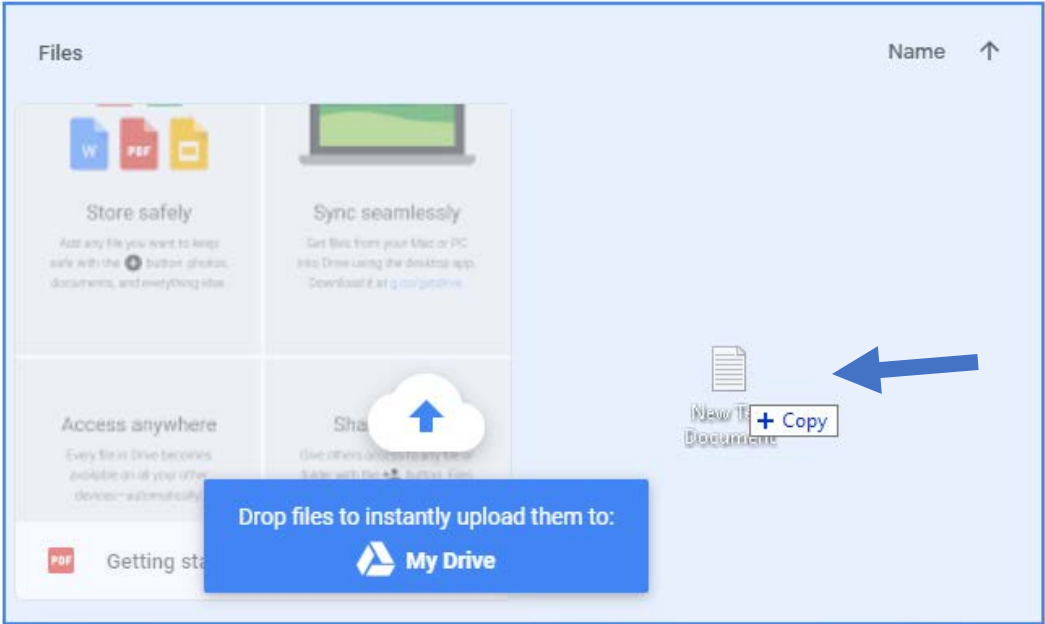


The image shows the JCCC Single Sign-on login screen. At the top is the Johnson County Community College logo, which consists of three stylized leaves in blue, green, and yellow, followed by the text "JOHNSON COUNTY COMMUNITY COLLEGE". Below the logo is the heading "JCCC Single Sign-on" and the text "Sign in with your MyJCCC username and password". The main content area is a light gray box containing three input fields: "Enter your username" with a blue arrow pointing to the end of the field, "Enter your password" with a blue arrow pointing to the end of the field, and a teal "Login" button with a blue arrow pointing to it from the right. Below the input fields is a link that says "Can't login, need help?".

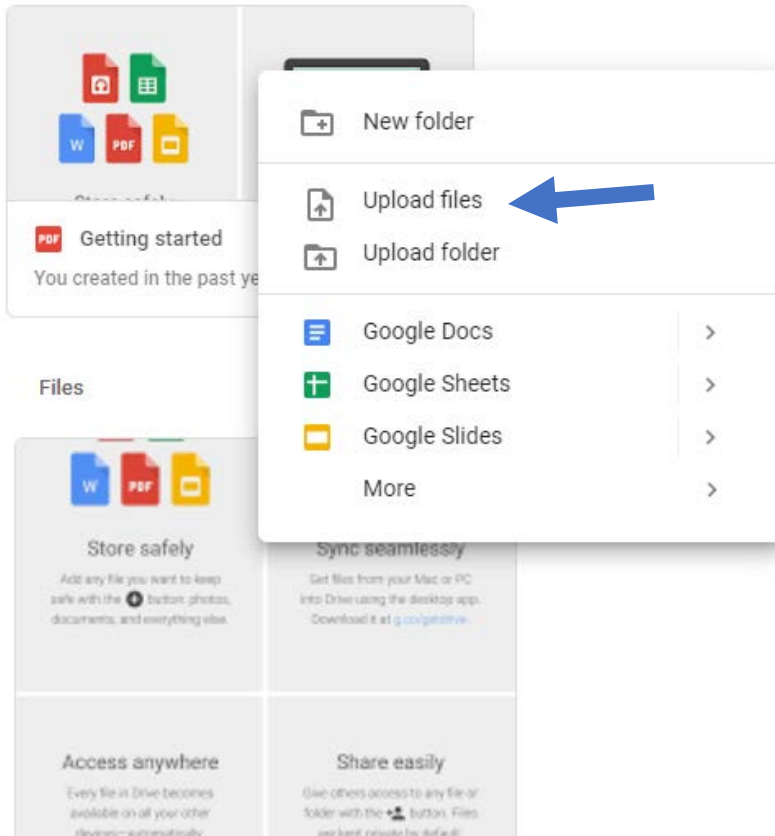


5. There are two ways to upload files.
 - a. Drag and drop the file(s) to the blank space

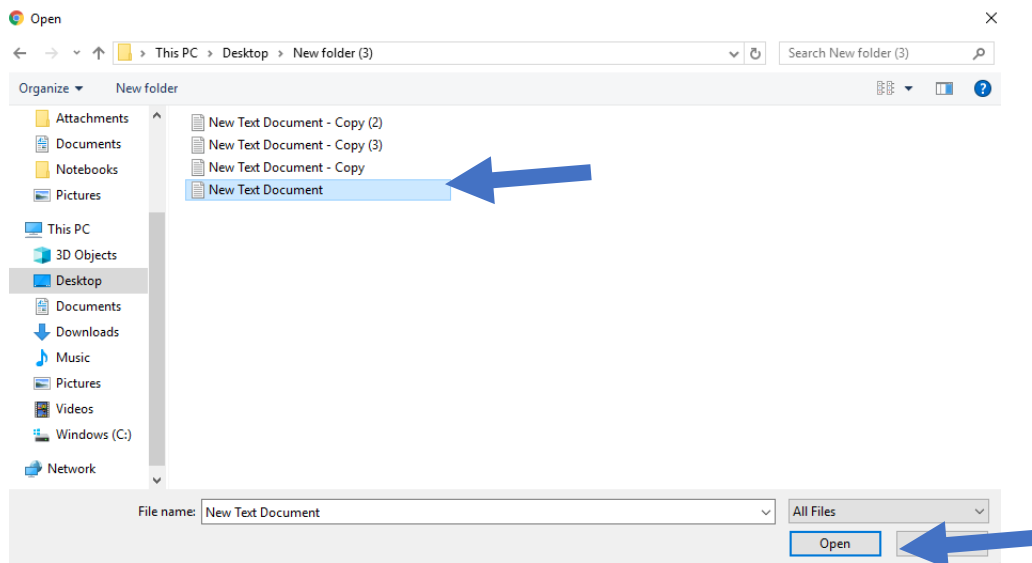


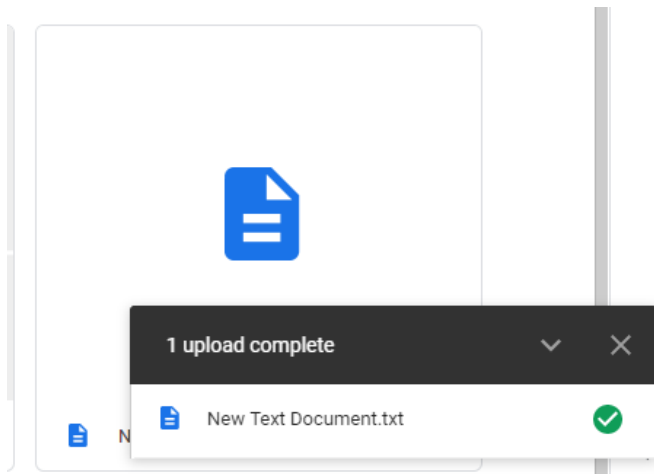


b. Right click the blank space and select “Upload Files”.



Navigate to the location of your files. Select one or all and click “Open”.





6. For further assistance with Google Drive, you can use their help website:

<https://support.google.com/drive/#topic=14940>

