

Account Creation / Migration Google Apps For Education in LAUSD



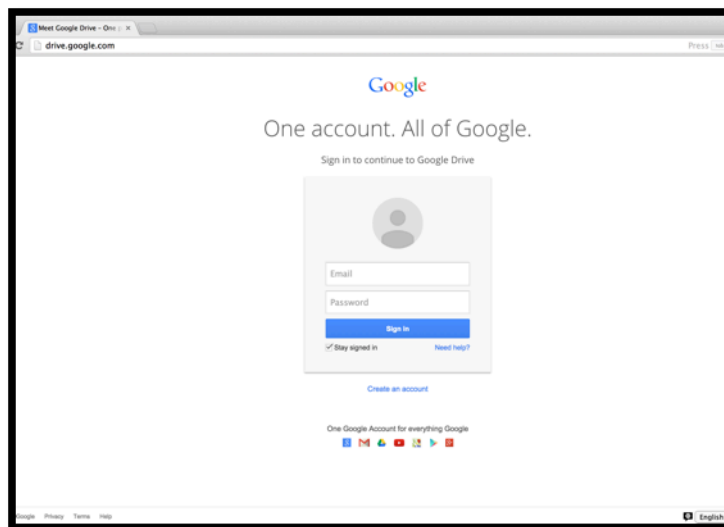
If you **had** created a Google account with your LAUSD username **AND** linked it to a GMAIL account, follow this process:

(Before starting this process, please ensure that you know the username and password of the linked GMAIL account)

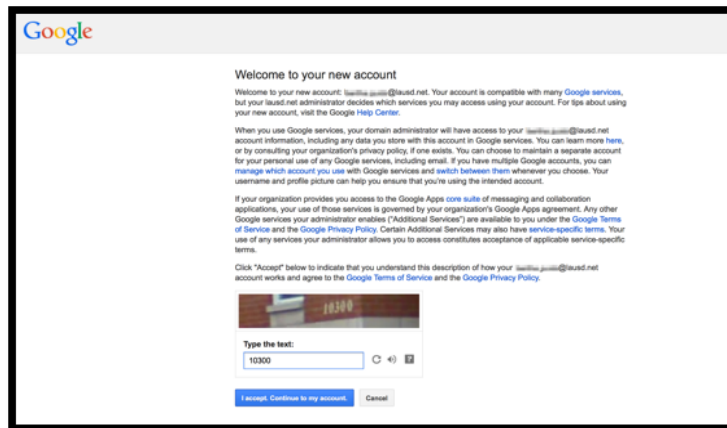
Step 1 – After resetting SSO, go to <http://drive.google.com>. Login using your:

Email: (full LAUSD email address)

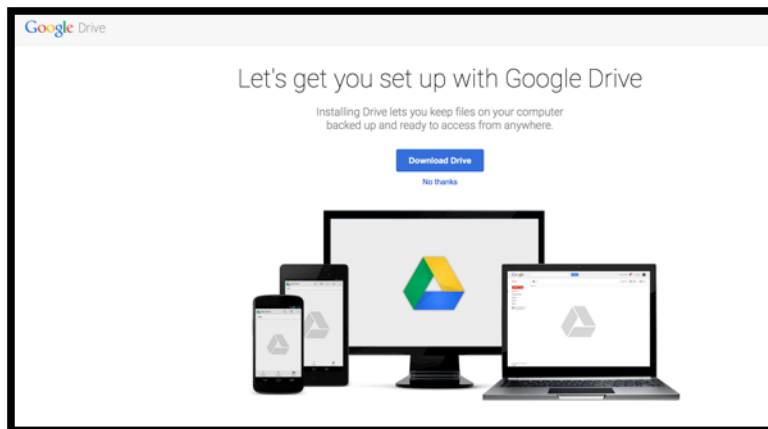
Password: (SSO password you just reset)



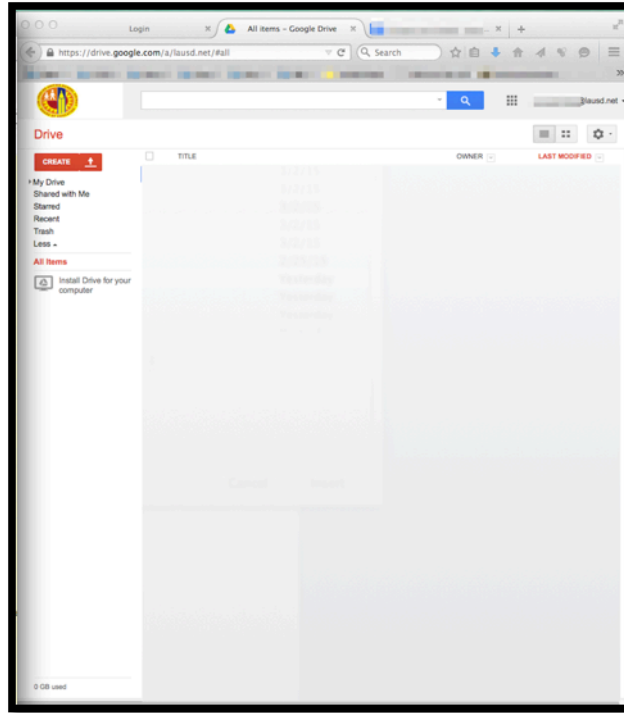
Step 2 – Read “Welcome to your new account page and select “I Accept. Continue to my Account” button.



Step 3 – Click “No Thanks”

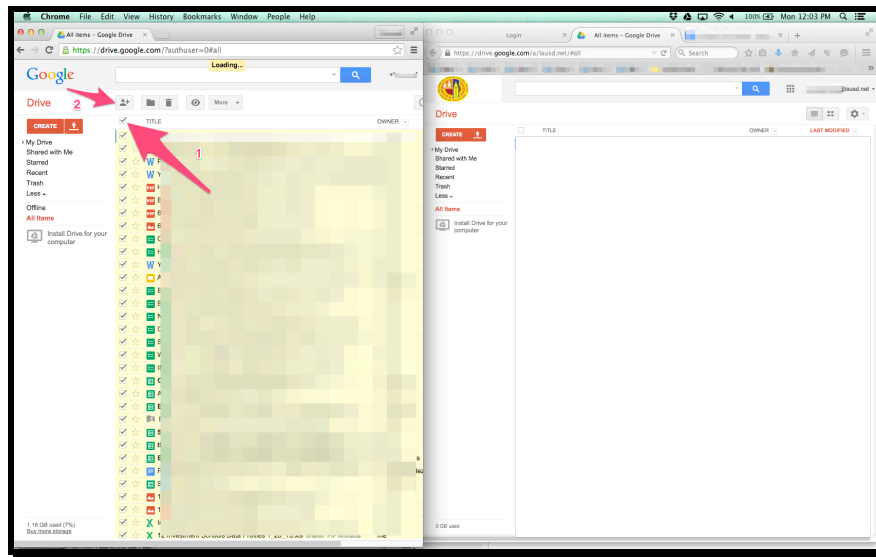


Step 4 – You’re ready to use your new GAFE Account. (Please note the District logo on the left, and your LAUSD email address on the right.)

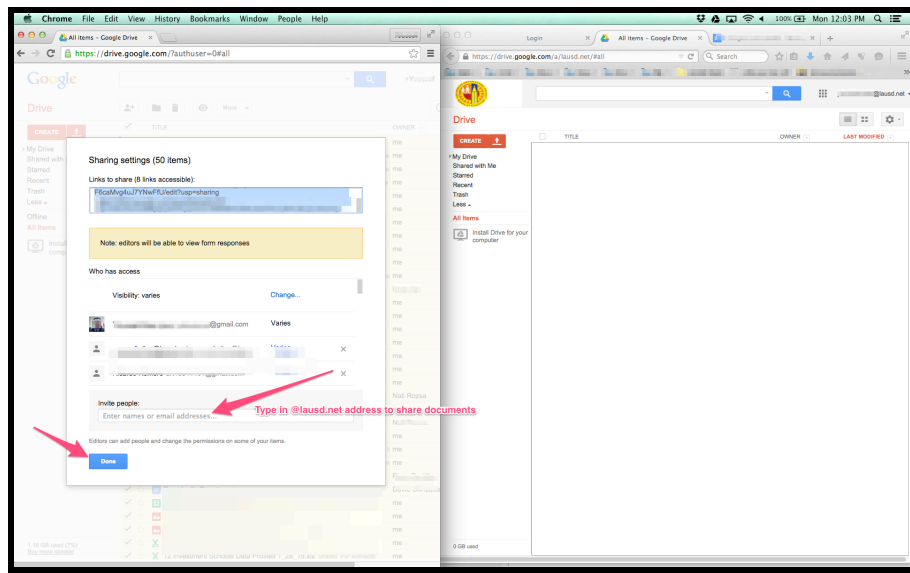


Your documents will now have been **separated** from your @lausd.net account. Documents will remain in your GMAIL account. To make documents accessible into you @lausd.net account, simply login to your GMAIL account and share each document with your @lausd.net account name. Proceed to Step 5.

Step 5 – Login into Gmail Account, click the check box to select all documents, then select the share button.



Step 6 – Type in the name of your LAUSD account and select the done.



Step 7 – Should now have access to the shared documents in the LAUSD account.

