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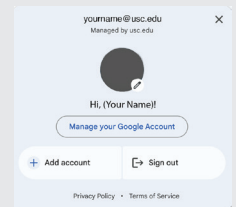
Assets such as logos, presentation templates, virtual backgrounds and system fact sheets are now stored on Google Drive, provided by the University.

How to Access the University Google Drive

Create a Google Account using your usc.edu email (USC NetID)* at www.usc.edu/googledrive

If this is your first time accessing your USC Google Drive account:

You will see the Welcome to your new account screen. This screen will ask you to read the Google Terms of Service and then click the I accept button. Continue to my account button. Once you click this button, you will see a set up screen that says, “Let’s get you set up with Google Drive.” You are now in your USC Google Drive account.

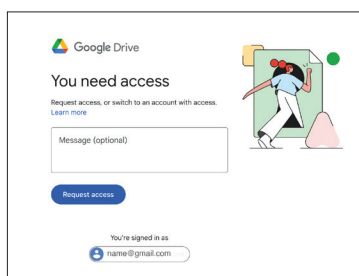


If you have already used your browser to access your personal Google account:

You may see a screen that says “select an account to use with Google Drive” before you are asked to enter your USC NetID and password.

If you see this screen, click the link that says, “Sign in to another account” and you will be taken to the Sign in to continue to Google Drive screen. On the Google Drive screen, click the Sign in through University of Southern California button. You will be taken to the USC NetID Welcome screen. Enter your USC NetID and password and then click Sign in.

More info about Google Drive at USC: <https://itservices.usc.edu/google-drive/>



If you see this box:

It means you are logged into Google using a personal gmail address or med mail. Logout and log in using your USC Net ID

Do not click “request access” as it will NOT be granted. See above to sign in using your USC NetID

*Most USC and Keck Medicine of USC employees are issued usc.edu USC Net Id. If you can access Workday, then you have one. Your med.usc.edu ID is not your USC Net ID and will not work. If you are an employee and do not have a usc.edu email, write to us at identity@med.usc.edu.