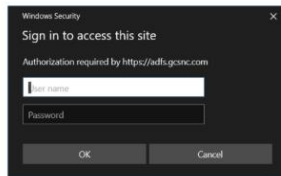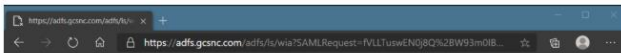# How to Access GCS Google Apps?

(Students and Staff)

1. Open Google Chrome or Edge browser and visit the following
   URL: https://drive.google.com/a/mygcsnc.com (Links to an external site.)

    i. If you are inside of the GCS network or are connected via Virtual Private Network (VPN) you will be taken directly to your google drive.

    ii. If you are opening from home or public internet and are not using VPN you will need to authenticate with your Active Directory username and password first.

Note: This is the account that you use to login to the network when at GCS.

- Type you gcs email address (ex. jenkins3@gcsnc.com) **_NOT YOUR GOOGLE USERNAME!_**

  Type your network password.

    v. After clicking OK, you will need to Accept terms for Google Drive and then you will be taken to the Google Drive as shown below.