

How to Create a Google Drive for Your Evidence Materials

1. Log-in to the SSU portal.

Online Services

Username

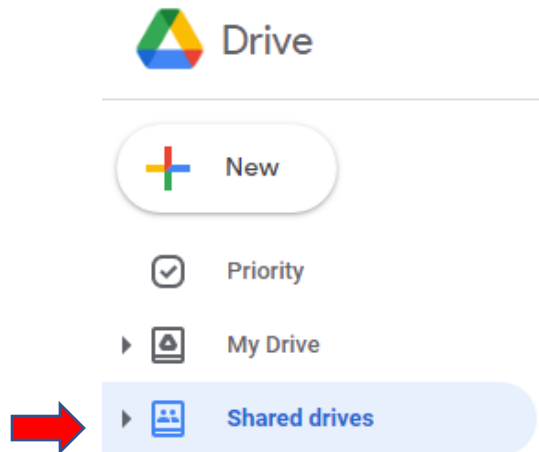
Password

LOGIN

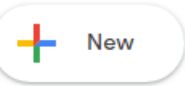
2. Select the "Google Drive" icon.



3. Select "Shared Drives" from the menu located on the upper left side of your screen.



4. Select “ + New”



5. Enter the name of your new Google Drive Folder using the following naming convention: [Evidence File for RTP Review: FACULTY NAME](#). Once you have titled your Google Drive Folder select “Create”.

New shared drive

Cancel Create



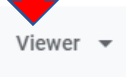
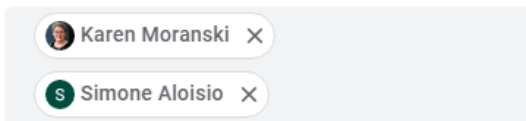
6. Select “Manage members” so that you can grant access to your reviewers.



Manage members

7. Add the names of your Department RTP Committee, School RTP Committee, Dean, URTTP Committee (if applicable), and the Provost (Karen Moranski) & Interim AVP for Faculty Affairs & Success (Simone Aloisio).
8. Set their access as “Viewer” in order to ensure that no one is able to alter or remove documents from the Google Drive folder.

← Manage members



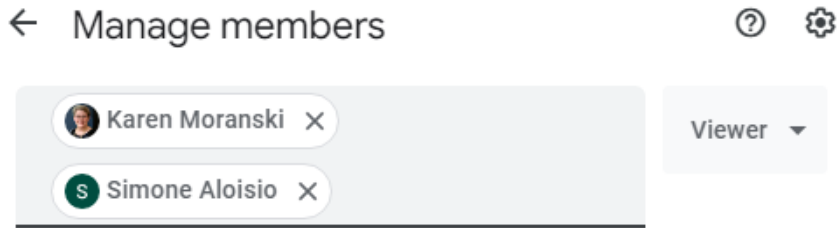
Notify people

Message

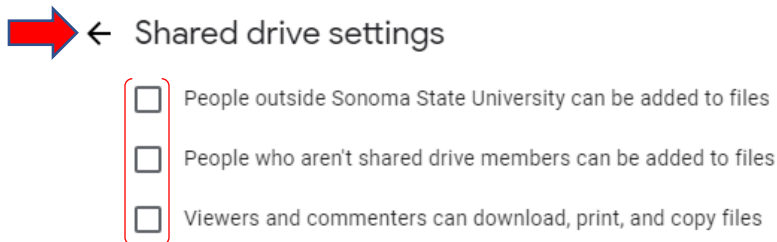
Cancel

Send

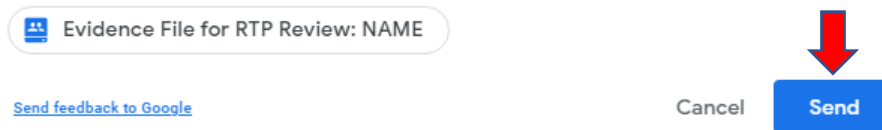
9. Select the Setting icon.



10. For additional security, uncheck all of the boxes and set the following settings. Once you have done this you can select the back arrow to return to the previous screen.



11. Select "Send" once you are all done.



12. You may now begin to add files to the Google Drive Folder.

If you have any questions you may contact Vanessa Poblano in the Office of Academic Personnel at vanessa.poblano@sonoma.edu.