

Submit your Sabbatical or DIP Application using a Google Drive, providing access to Faculty Affairs following the steps below.

1. Log-in to the SSU portal.

Online Services

Username

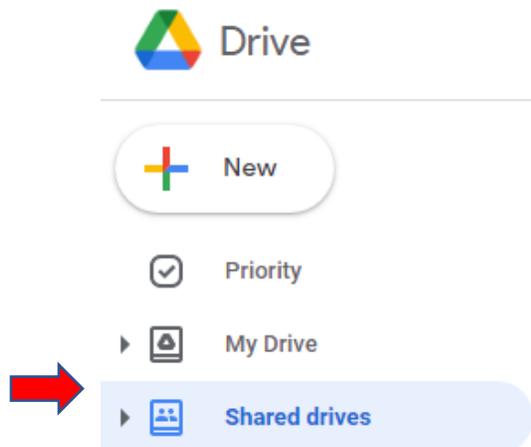
Password

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: **Sabbatical or DIP Application: FACULTY NAME.** Once you have titled your Google Drive Folder select “Create”.

New shared drive

Sabbatical Application: Smith, John

Cancel Create

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



7. Add Faculty Affairs **facultya@sonoma.edu** and set the access as “Content Manager”

Content manager

Viewer

Commenter

Contributor
Add and edit files

Content manager
Add, edit, move, delete and share content

Manager
Manage content, people, and settings

Member may have additional permission on some files
[Learn more](#)

Manage members

facultya@sonoma.edu

Notify people

Message

Cancel Send

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



9. You may now begin to add your Sabbatical or DIP Application materials to the Google Drive Folder.

If you have any questions you may contact the Office of Faculty Affairs at facultya@sonoma.edu