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**

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<th>Username</th>
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   **LOGIN**

2. Select the “Google Drive” icon.

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

   **Shared drives**

*Process To Submit A Sabbatical or DIP Application*

*The deadline for submitting applications is September 15th*
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”.

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

7. Add Faculty Affairs [facultya@sonoma.edu](mailto:facultya@sonoma.edu) and set the access as “Content Manager”.
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