

How to Log in to Google Drive

Before you begin you will need the encrypted email sent by the PAA IT department to your personal email address which contains your passwords for onboarding.

It is encouraged to complete these steps from a desktop or laptop as the screenshots in this document will differ on a mobile device.

1. Navigate to <https://drive.google.com/>
2. If you are signed into another Google account, you may be brought to your personal Google Drive. To sign out of the personal Google account, click the profile image in the top right corner and click "Sign Out".



3. If you are not signed into an account, you will be brought to a screen like the one below. Click the "Sign in" button in the upper right.

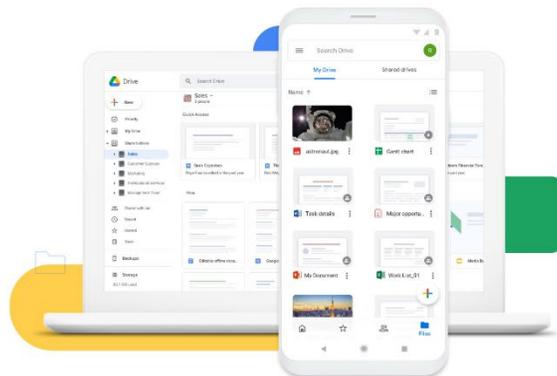


Easy and secure access to your content

Store, share, and collaborate on files and folders from your mobile device, tablet, or computer



Don't have an account? [Sign up at no cost](#)



4. Enter your PAA email (first.last@provanesthesiology.com) and click "Next".



Sign in

to continue to Google Drive

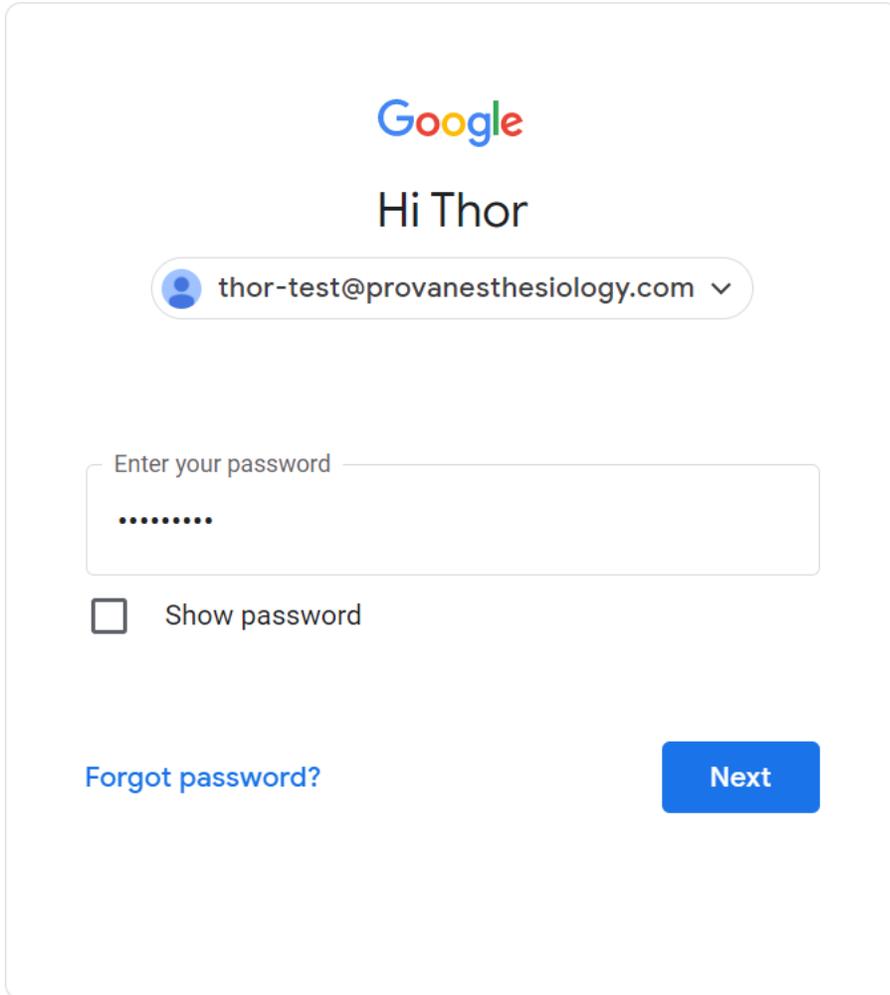
Email or phone

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#)

5. On the next screen enter your password (included in the encrypted email to sent to you by the PAA IT team) and click "Next".



Google

Hi Thor

 thor-test@provanesthesiology.com ▾

Enter your password

.....

Show password

[Forgot password?](#)

6. You will be brought to a screen that says, “Welcome to your new account”. Click “I understand”.



Welcome to your new account

Welcome to your new account: thor-test@provanesthesiology.com. Your provanesthesiology.com administrator decides which Google Workspace and [other Google services](#) you may access using this account.

Your organization administrator manages this account and any Google data associated with this account (as further detailed [here](#)). This means that your administrator can access and process your data, including the contents of your communications, how you interact with Google services, or the privacy settings on your account. Your administrator can also delete your account, or restrict you from accessing any data associated with this account.

If your organization provides you access to administrator-managed services, like Google Workspace, your use of those services is governed by your organization's enterprise agreement. Besides these terms, we also publish a [Google Cloud Privacy Notice](#).

If your administrator enables you to use other Google services besides Google Workspace while logged in to this thor-test@provanesthesiology.com account, your use of those services will be governed by their respective terms, such as the [Google Terms of Service](#) and the [Google Privacy Policy](#) and other service-specific Google [terms](#). If you do not agree to these terms, or do not wish Google to handle your data in this way, do not use those other Google services with this thor-test@provanesthesiology.com account. You may also customize your privacy settings at [myaccount.google.com](#).

Your use of Google services with this account is also governed by your organization's internal policies.

I understand

7. Enter a new password and click “Change password”.



Change password for thor-test@provanesthesiology.com

[Learn more about choosing a smart password](#)



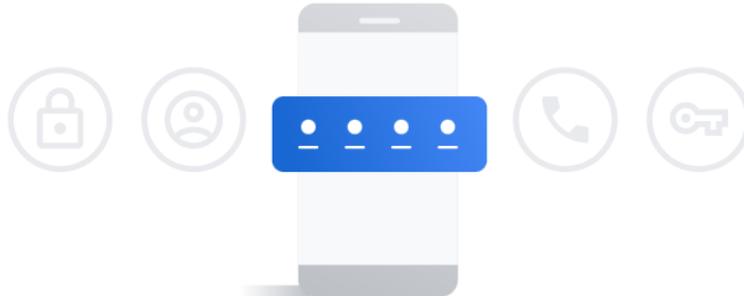
Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password

- You will then be asked to setup 2-step verification for your account. Enter your phone number and click "Next".



Let's set up your phone

What phone number do you want to use?

 ▼

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

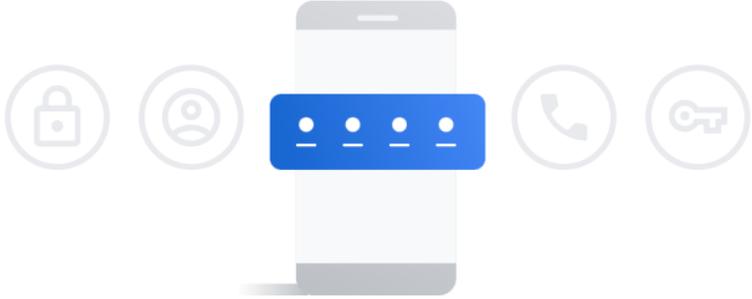
Text message Phone call

[Show more options](#)

Step 1 of 3

[NEXT](#)

9. Enter the code which was texted to you and click "Next".



Confirm that it works

Google just sent a text message with a verification code to **(704) 349-2352**.

Enter the code

831405

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

10. Click "Turn On".

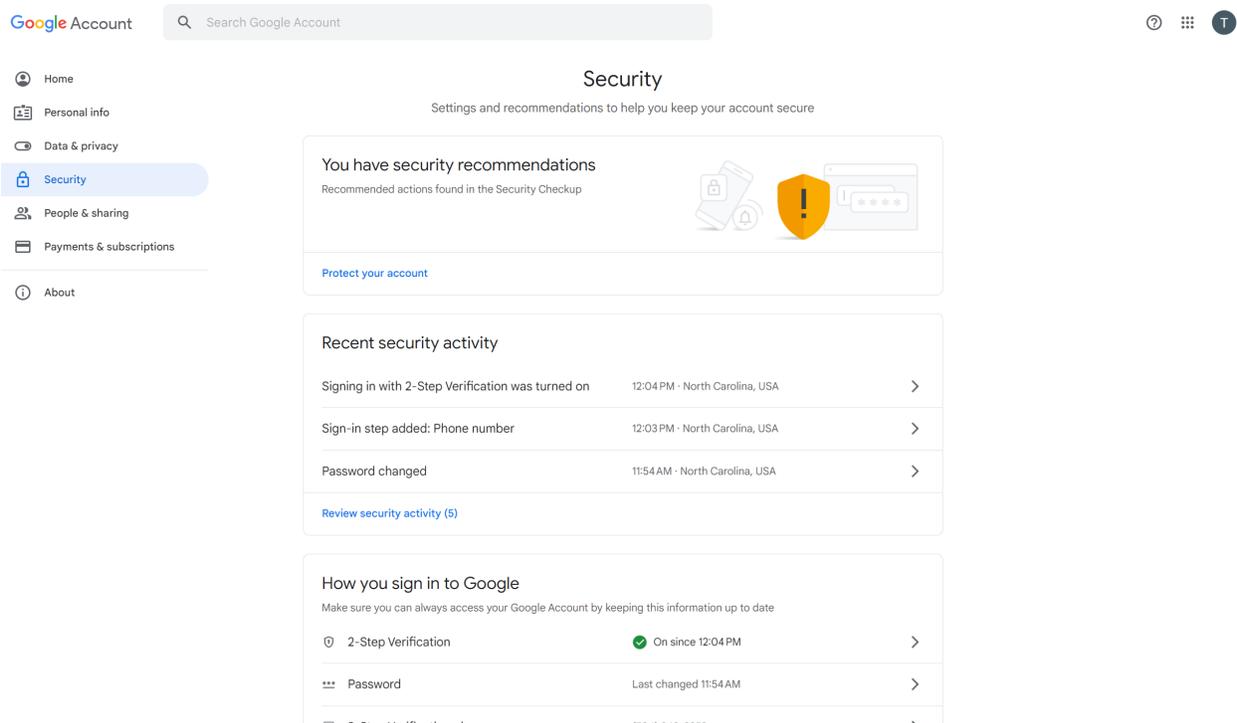


It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account thor-test@provanesthesiology.com?

Step 3 of 3 [TURN ON](#)

11. You will then be taken to the Security section of your Google account.



12. You may now navigate back to <https://drive.google.com/>. To view folders which have been shared view you may click "Shared drives" in the left-hand navigation pane.

