

Account Creation / Migration Google Apps For Education in LAUSD

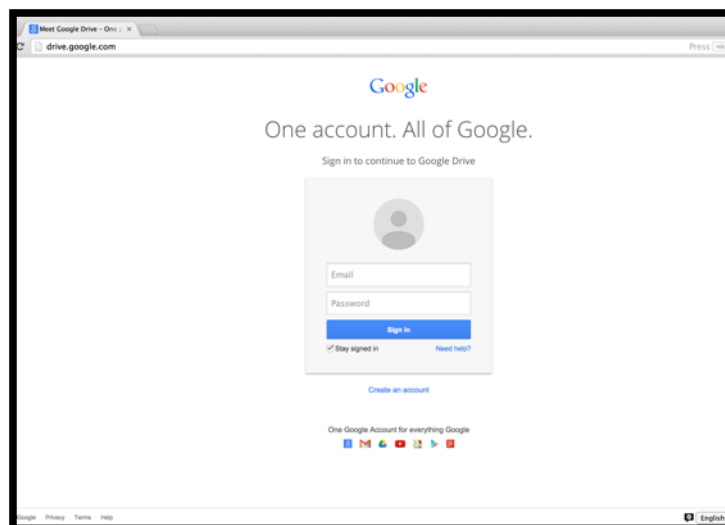


If you **had** created a Google account with your LAUSD username and **NOT** linked it to a GMAIL account, follow this process:

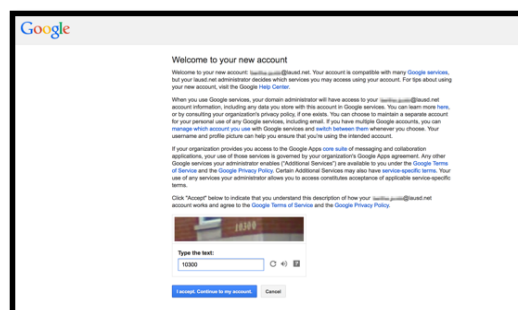
Step 1 – After resetting SSO, go to <http://drive.google.com>. Login using your:

Email: (full LAUSD email address)

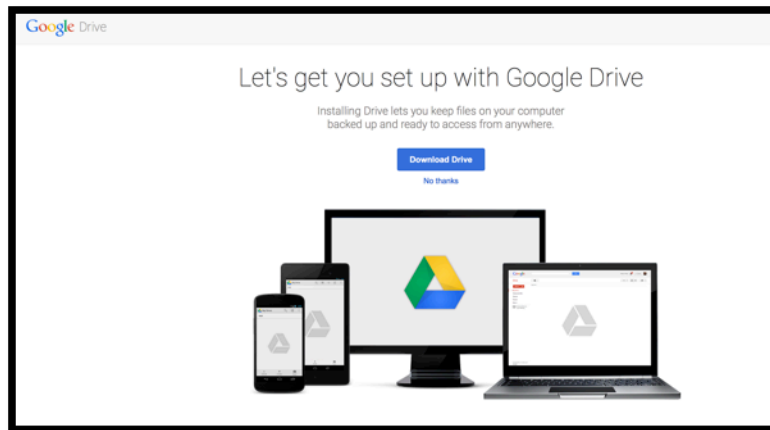
Password: (SSO password you just reset)



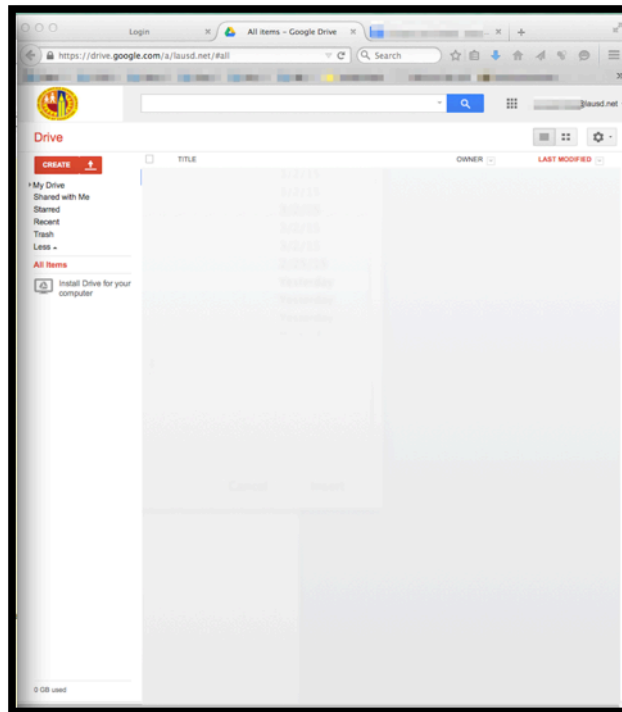
Step 2 – Read “Welcome to your new account page and select “I Accept. Continue to my Account” button.



Step 3 – Click “No Thanks”



Step 4 – You're new GAFE Account. (Please note the District logo on the left, and your LAUSD email address on the right.)



Notice that your documents were not merged into your new LAUSD account. This requires a manual process and creation of a new GMAIL account in order to migrate your documents.

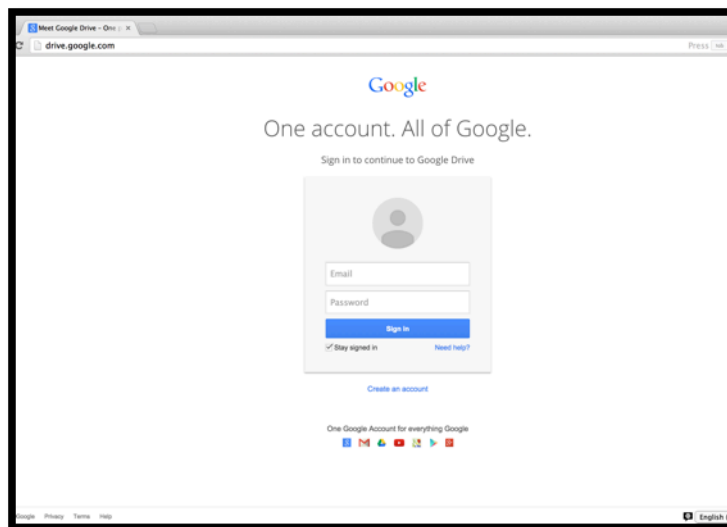
Step 5 –Go to <http://drive.google.com>. Your documents have been placed in a temporary account called the “GTEMP” account. Follow this naming convention to determine you GTEMP account name.

Example:

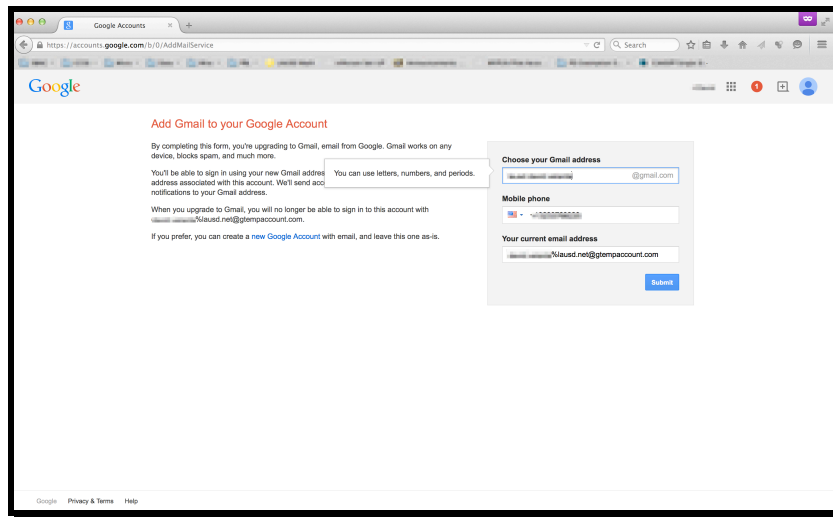
John.doe@lausd.net = john.doe%lausd.net@gtempaccount.com
XXX123@lausd.net= xxx123%lausd.net@gtempaccount.com

Enter Email: (GTEMP email address)

Enter Password: (use your old Google password that you used to access this account prior to migration)



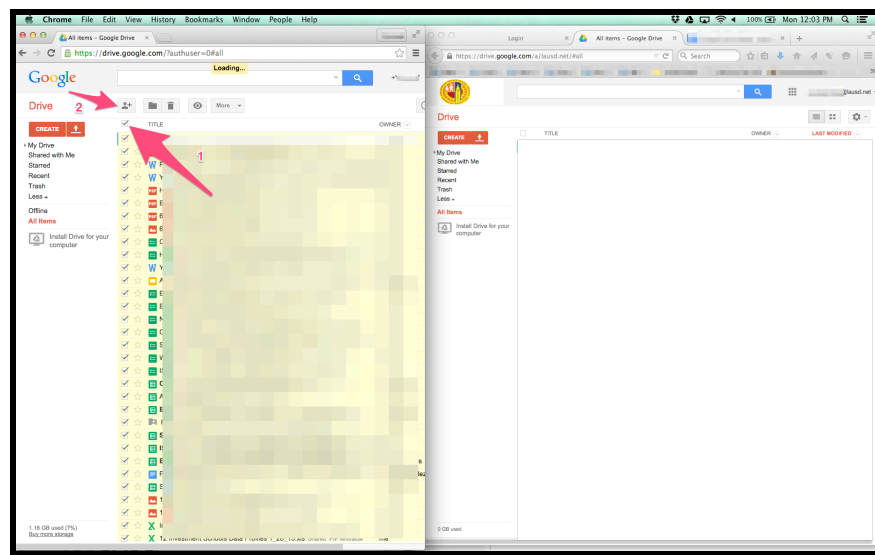
Step 6 – You will be prompted to create a new GMAIL account in order to migrate your documents.



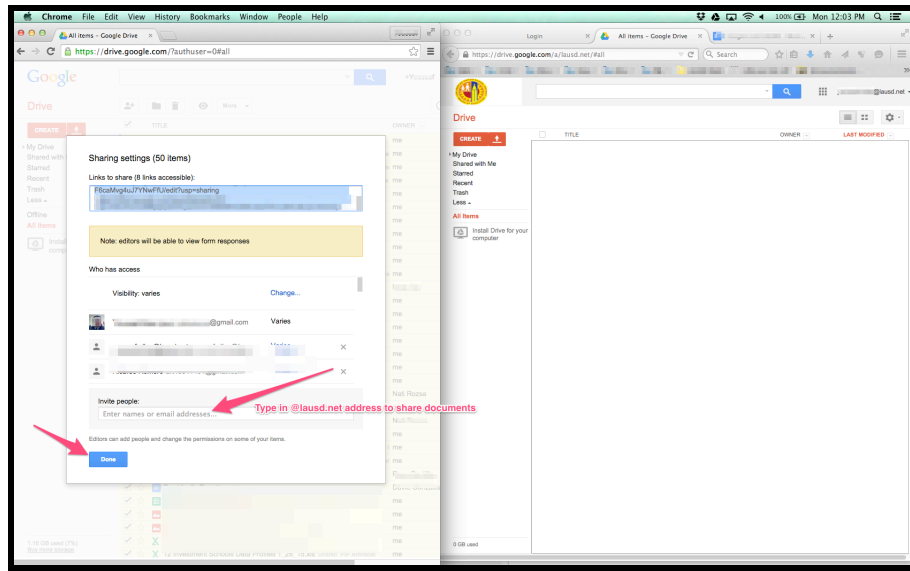
The screenshot shows the 'Add Gmail to your Google Account' page in a web browser. The page has a white background with the Google logo at the top left. The main heading is 'Add Gmail to your Google Account' in red. Below it, there is a paragraph explaining that by completing the form, the user is upgrading to Gmail. To the right, there is a form titled 'Choose your Gmail address' with a text input field containing 'tlaust.net', a dropdown menu for the domain set to '@gmail.com', a 'Mobile phone' field, and a 'Your current email address' field containing 'tlaust.net@glampaccount.com'. A blue 'Submit' button is at the bottom right of the form. At the bottom of the page, there are links for 'Google', 'Privacy & Terms', and 'Help'.

Note: Your account password will remain the same as your old password. Your documents will now migrate to this newly created account.

Step 7 – In the newly created Gmail Account, click the check box to select all documents, then select the share button.



Step 8 – Type in the name of your LAUSD account and select the done.



Step 9 – Should now have access to the shared documents in the LAUSD account.

