Use the following steps to set up a google profile and access individual drives.

- 1. Open Google Chrome browser.
- 2. In the top right are 3 vertical dots. Click on those and go into the 'settings' menu.



3. Scroll down to the 'add person' button.

🍐 My Drive - Google	Drive 🗙 🔚 How to create a profile 👘 🗙 🏟 Settings 🛛 🗙 🔲						SM	IART Ink	<u>s – I</u>		
\leftrightarrow \rightarrow C () chro	ome://settings							☆	Ø 📩	01	
🚻 Apps 🧶 Weather	🏘 Timer 👖 ReadTheory 🧕 Outlook 📓 Coloring Squared [ABCya! 🍟 Mapl	ewood 🔯 Library 🚺	WRPS 👾	- RAZ 📊 Spelli	ngCity 🖪 Studio 3	/4 🚺 Kahoot!	🐨 ТРТ	😣 BGRS	S Schola	stic »	
Chrome	Settings	Search	settings								4
Extensions	Search										
Settings	Set which search engine is used when searching from the omnibox.										
About	Google Manage search engines										
About	People										
	Nicole										
	Nicole WRPS (current)										I
	Person 1										
	Person 2										
	Person 3										
	Spencer										
	Enable Guest browsing										
	✔ Let anyone add a person to Chrome										
	Add person Edit Remove Import bookmarks and settings										
	Default browser										
	The default browser is currently Google Chrome.										ļ
	Show advanced settings										

$\rightarrow C$ (i) chr	ome://settings/createProfil												4	0.4
Apps 🥘 Weather	a Timer	0 Outlook	Coloring Square	d 📴 ABCya!	Maplewood	D Library	WRPS	👾 RAZ	Spelling	ity 🖪 Studio 3/	4 🚺 Kahoot!	😨 TPT	🛞 BGRS	S Scholastic
	Search													
	Google 💌	Manage sear	dd person							×				
	People		hoose a picture a	nd name										
	Nicole		0			0		0	6	0				
	Nicole WRPS (c	urrent)				522		<u></u>		1				
	Person 1		X		V 🕒	3	10			2				
	Person 2		9 😔		2 2	2	•							
	Person 3	1	lame: Name											
	Spencer	6	🛿 Create a deskto	op shortcut for	this user									
		(Control and vie	w the website	s this person visits	from nicole.li	ddle@wrps1	L1.ca. Learn	more					
	🛃 Enable Guest browsin	9							Add	ancel				
	Let anyone add a per	son to Chron							Add	ancer				
	Default browser													

4. Input a name and choose a picture. Then, click 'add'.

5. The next screen will be the chrome sign in screen. The girls should use their number, then @wrps11.ca.



6. After that, it should be a regular Google chrome page. They should be able to click on the apps cube, (a 3X3 square of dots) and then open their google drive.

My Drive - Google Drive X 📃 How to create a	profile 🗉 🗙 New Tab	×					SMART I	nk 🔢 S			<u> </u>
$\leftrightarrow \rightarrow G$ a					☆ (ø 📩	Л	:			
🚻 Apps 🥘 Weather 🏘 Timer 🏢 ReadTheory 🧕	Outlook 📓 Coloring Squared	🔯 ABCya! 🎽 Maplewood	🖸 Library 🚺 WRPS 👾 F	RAZ 📶 SpellingCity	Studio 3/4	Kahoot!	😇 TPT 🛞 I	BGRS	Scholas	stic »	•
	G			e		,	Mail Images		0	N	*
	Search Google or type URL										
	G My Drive - Google Dri	Netfix	Falun School Maplew	G Wetaskiwin R	egional						
	G Studio 3/4 t table des area are an another area area area area area area area a	Classroom Timers - F	SpellingCity.com	G My Drive - Go	ogle Dri						ļ

7. The google drive is the green, yellow and blue triange in Google apps menu.



Please contact me if you have any further questions.