

Welcome to the NWIC's Google Drive!

In order to access this folder, you will need to have a Google Account

Set Up

1. Receive an invitation to NWIC's Google Drive
2. Follow the blue link at the top of the invitation (it should be the name of your affiliation) or the open button below.
3. This will send you to a Google Sign in page.
 - If you have an existing Google Account, you can use that.
 - If you would like us to provide an invitation to another user in your company, please email us with the email address for the user
4. You will be prompted for your email or phone #, if you do not have an existing Google Account select the "Create Account" on the bottom left of the screen.
 - From the dropdown select "For myself"
5. The next screen asks for your name, new username, and to create a password.
 - To use your existing email select "Use my current email address instead".
6. Once you have completed filling out your info, Google will send a verification code to your email address.
7. After entering your verification code, you are prompted for a phone number.
 - Landlines work, just be sure to select call me instead on the next page.
8. After verifying your phone enter your birthdate and gender.
9. The next page asks if you want to "Get more for your number"
 - Select skip on the bottom of the page
10. You will need to scroll to the bottom of *Terms and Conditions* and select "I accept".
11. Upon completion you will be forwarded to your new folder.
12. In your Drive folder will find a "ToNWIC" and a "FromNWIC" this is where you will be able to download results and upload reports and records for us to process

To Return to your NWIC Drive folder

When you need to access this folder again later, sign into your Google Account

- Click the waffle (nine dots in a square) at the top right of the screen.
- On the dropdown menu select Google Drive
- Click on the “shared with me” link on the left side of the page
- Select the folder with your affiliation’s name

Reminders

1. Record search results that are confidential in nature will be password protected
2. Our staff will call with the file password when the file is ready to be uploaded on Google Drive
3. Passwords may not be transmitted electronically
4. If you haven’t already done so, please install one of the following
 - 7-zip (<https://www.7-zip.org/>)
 - WinZip (<https://www.winzip.com/win/en/>)
 - Keka (<https://www.keka.io/en/>) Our recommendation for mac users
5. We use Drive for transferring, not storing data. Files will be removed after a maximum 24 hours.
 - If you need to arrange for your data to be uploaded at another time, please contact our office
 - Be sure to download and test the files ASAP or contact the NWIC for additional time

Please let us know if you have any questions or any trouble downloading the files.

Thanks!

NWIC