

Directions for accessing your G-drive from home:

1. On the Internet, go to <https://portal.brownsburg.k12.in.us/>
2. Login using the user name you use at school.
For example: koenigja
3. Then type your password the same as you do at school.
4. Under the tab entitled *Account Mgmt.*, select *My Documents*.
5. Click where it says *G Drive*. This opens your G drive at school.
6. Now choose the document you want. It will ask you to Open or Save; choose *Save* to place it on the computer or jump drive from which you are currently working. If you don't select Save, you will not be able to save any changes you make to the document.
7. Bring the document back to school on a jump drive or Upload the file through the Internet connection.