This guide is designed to assist faculty in accessing internal Google Drive files, but have not correctly logged into their UMSystem Google Drive account. This guide is written for Safari, Mozilla Firefox and Google Chrome users.

**Step 1**

If you see this page when clicking on a Drive link, click the “circular” button surrounding your personal Gmail account.

**Step 2**

Select the radio button associated with your active @umsystem.edu account.

**Step 3**

Click the Continue button to complete the process.