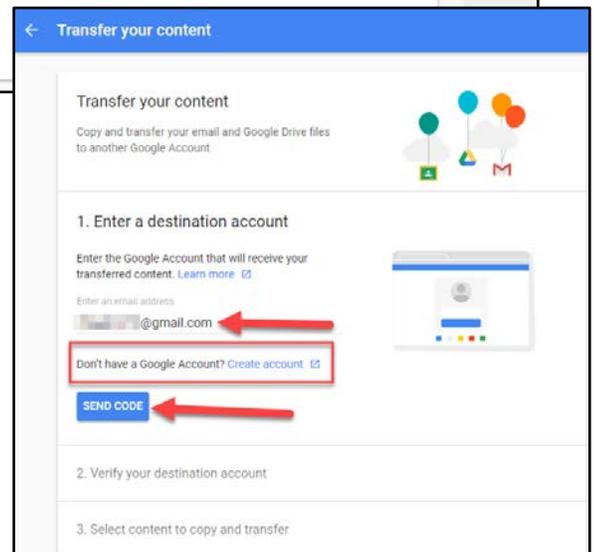
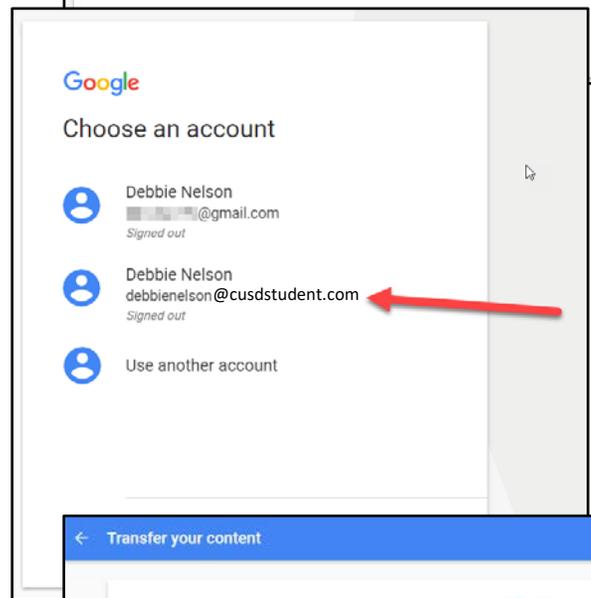
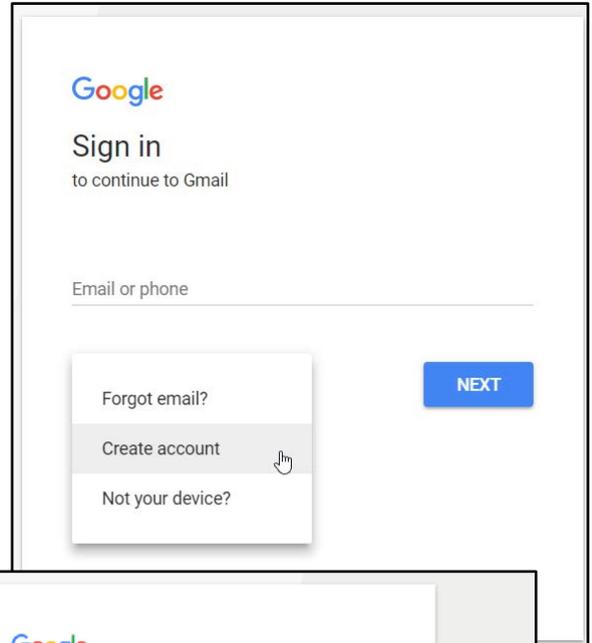


# SENIORS: Transfer Your Google Drive Documents to Your Personal Account

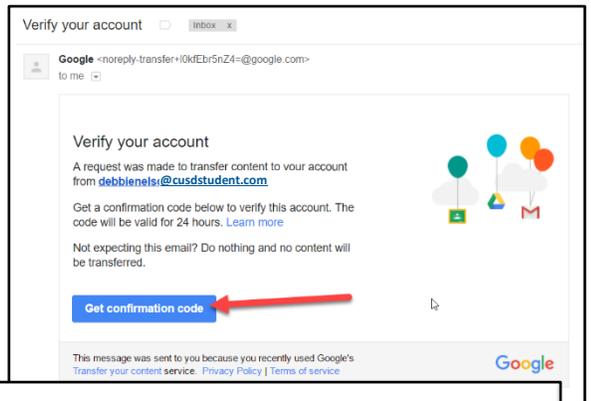
Dear CUSD High School Senior,

When the school year ends on Friday, June 9, you will no longer be able to access the Google documents you have created during your Clovis Unified school experience. Please use these instructions to transfer these documents to your personal account. Please note that this process can take several hours up to several days to complete, so it is recommended that you do it right away.

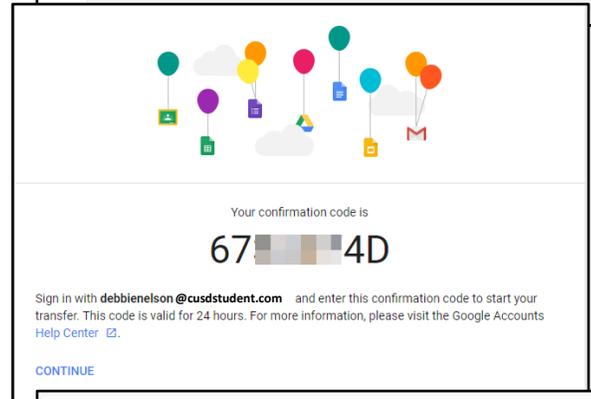
1. You will need a personal gmail account to transfer your documents to. If you do not already have one, go to [mail.google.com](mailto:mail.google.com). Click on More Options to see the Create account option. Click it and follow the instructions.
2. After you have created your account, sign out. Then go to the Google Transfer link: [takeout.google.com/transfer](https://takeout.google.com/transfer)
3. If the computer detects that you have more than one Google account, you will need to choose your school Google account. Your school account will be [yourusername@cusdstudent.com](mailto:yourusername@cusdstudent.com). Login to your school Google account.
4. The next screen shows “1. Enter a destination account.” You need to enter your **personal gmail** address. If you did not create a personal account earlier, you can do it on this screen where it says “Don’t have a Google account? Create account.” Click the blue SEND CODE button.



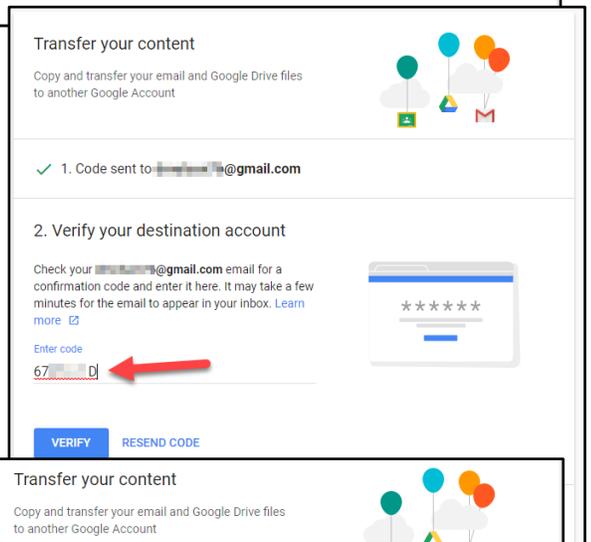
5. Go to your personal gmail account and open the “Verify your account” email that Google sent you. Click the blue Get confirmation code button.



6. Copy the code made up of numbers and letters. Then click CONTINUE. You might need to sign back into your school account.



7. Enter the code on the “Enter code” link and click the blue VERIFY button.



8. On the next screen you will choose what you want to transfer. You can transfer the items in your Drive or in your Mail or in both by clicking the on/off button for those items. Then click the blue START TRANSFER button. This will begin that process. **Please note:** this can take several hours up to several days to complete. You do not need to leave your computer on during this process because it is all happening in the “cloud”. You will receive an email in your personal account when the process is finished.

