# Authorize the *NEW* Google Drive Integration in Canvas

Before beginning this process, please sign out of ALL Google accounts.

This is a one-time process that each teacher and student will need to complete in order to link their Google Drive account to Canvas. Once you have authorized Google Drive in one course, you will be authorized in all of your courses.

- Note: this is a separate process from connecting your Google Drive account to Canvas via Registered Services in your Canvas settings.
- If you have already registered Google Drive as a service, you do not need to de-register it in order to use the new integration.
- If you have not registered Google Drive already, you do not need to register before authorizing the new integration.
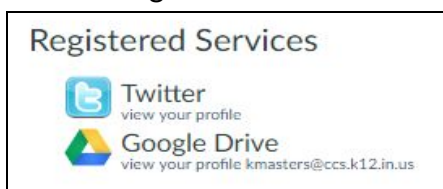
1. Select **Google Drive** from the course navigation menu in your course and select **Authorize**
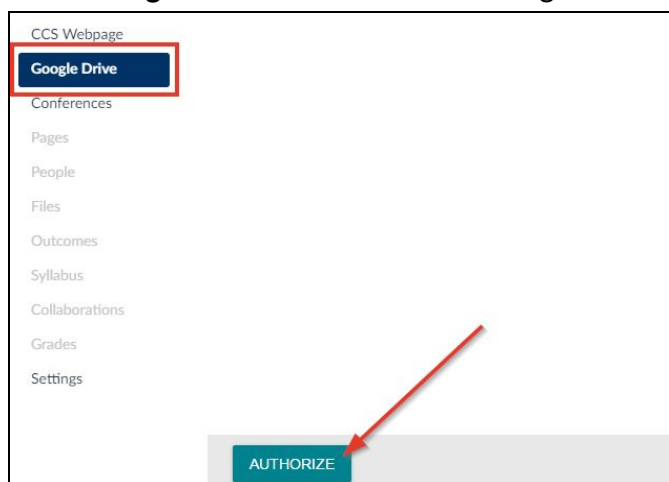
2. Enter your CCS email address (be sure to include @ccs.k12.in.us) and select **Next**

3. Enter your CCS network password and select **Sign in**

4. Verify that you are signing in with your CCS Google account, and select **Allow**
   Be absolutely certain that this is your CCS Google account, not a personal Gmail account. Seriously.
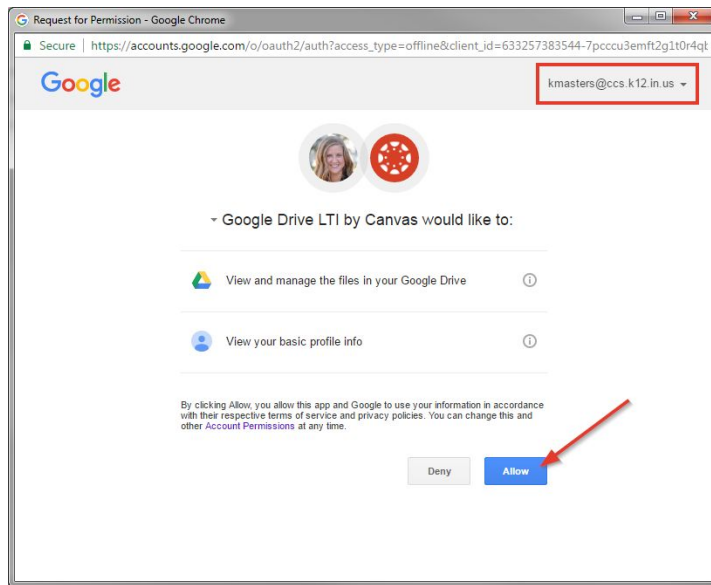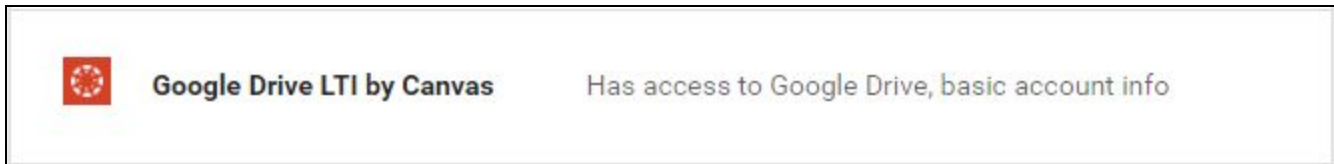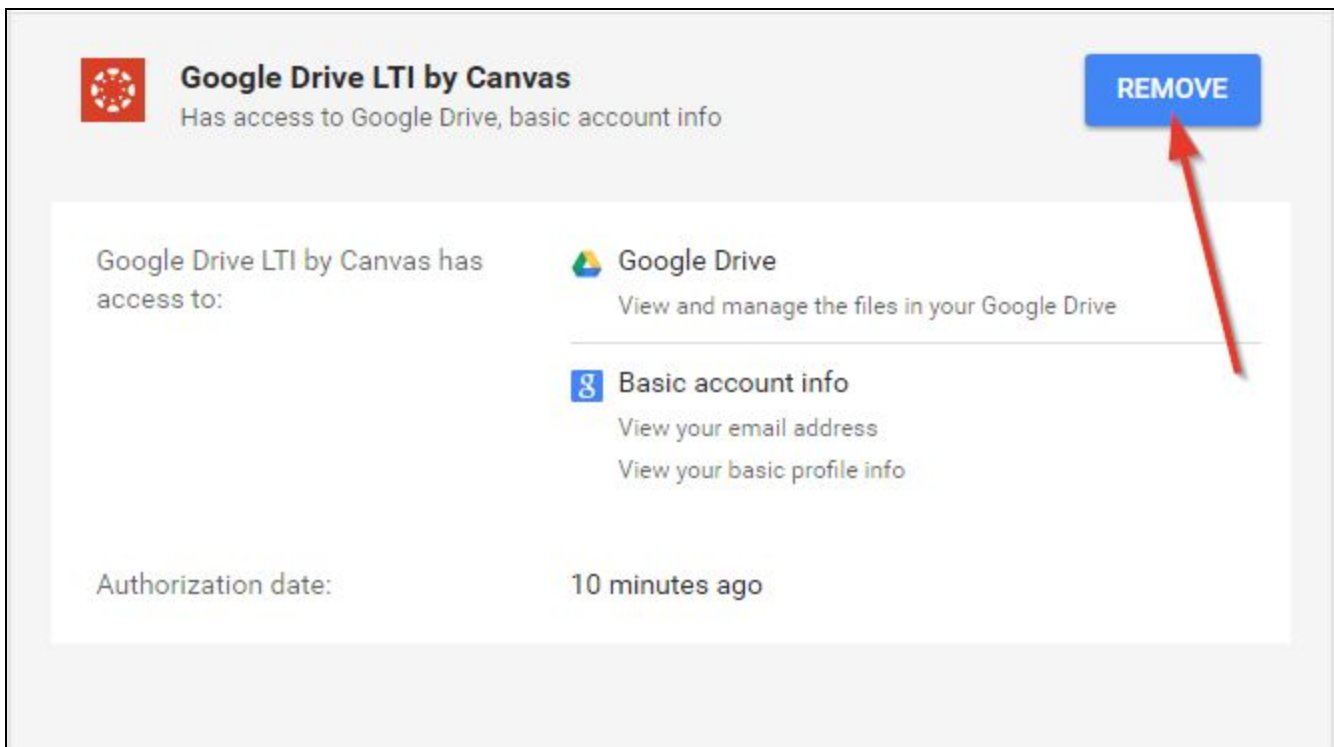
Unauthorize the Google Drive LTI in Canvas

Currently there isn't a way to sign out of the Google Drive LTI while in Canvas. If you authorize the LTI tool while signed in to the wrong Google account (a personal account, for example), you'll need to visit your Google security page for that account to remove access.

Go to **https://security.google.com/settings/security/permissions** and sign in with the Google account you wish to remove.

Select **Google Drive LIT by Canvas** from your list of authorized apps.

Click **Remove**

Once you have removed authorization from the incorrect account, you can follow steps 1-4 to authorize the correct account.

For users who authorized the Google Drive integration independently

With the new district integration turned on, users who authorized the new Google Drive integration in an individual course will now see two links to Google Drive in their course navigation. Follow these steps to remove the duplicate link (this will need to be done in each course where the integration was added).

To remove this, go to Settings > Apps > **View App Configurations**

Find **Google Apps** in the list. Look for the one *without* the lock icon.

Click on the gear and choose **Delete**