INSTRUCTIONS

Create an FAS email account if you don't have one (an FAS account is required to create a Google Harvard account)
• Go to the FAS account management page https://idm.huit.harvard.edu/idm/user/login.jsp and "Create a New Account" if you do not have an FAS email account
• Follow the instructions to create a new FAS account

Once an FAS email account is created, create a Google Harvard Account
• Once you have created an FAS account, go back to https://idm.huit.harvard.edu/idm/user/login.jsp and login to your FAS email account
• Once logged in, click on "Manage my Services"
• On the new page, check the "Google Apps for Harvard" button to make it a checkmark. Then submit. This creates your Google Harvard account (g.harvard.edu)
• IMPORTANT: if you have a personal Google account open in your browser, please log out
• Login to Google Harvard by going to: https://drive.google.com/a/g.harvard.edu/#my-drive
• Type in your login name and password. It is your FAS name and password. If your name is johndoe@fas.harvard.edu, your login is johndoe. You should now be in the Google/Harvard system.
• If the instructions above don't work, more detailed instructions are at: http://g.harvard.edu/getting-started
• Once you have your g.harvard.edu account please email David Hwang (dhwang@seas.harvard.edu) to get access to the course planning document. Also email if you have problems setting up an account.
• You can now log in to your personal Google account as well—Google allows you to switch between multiple user logins at any time