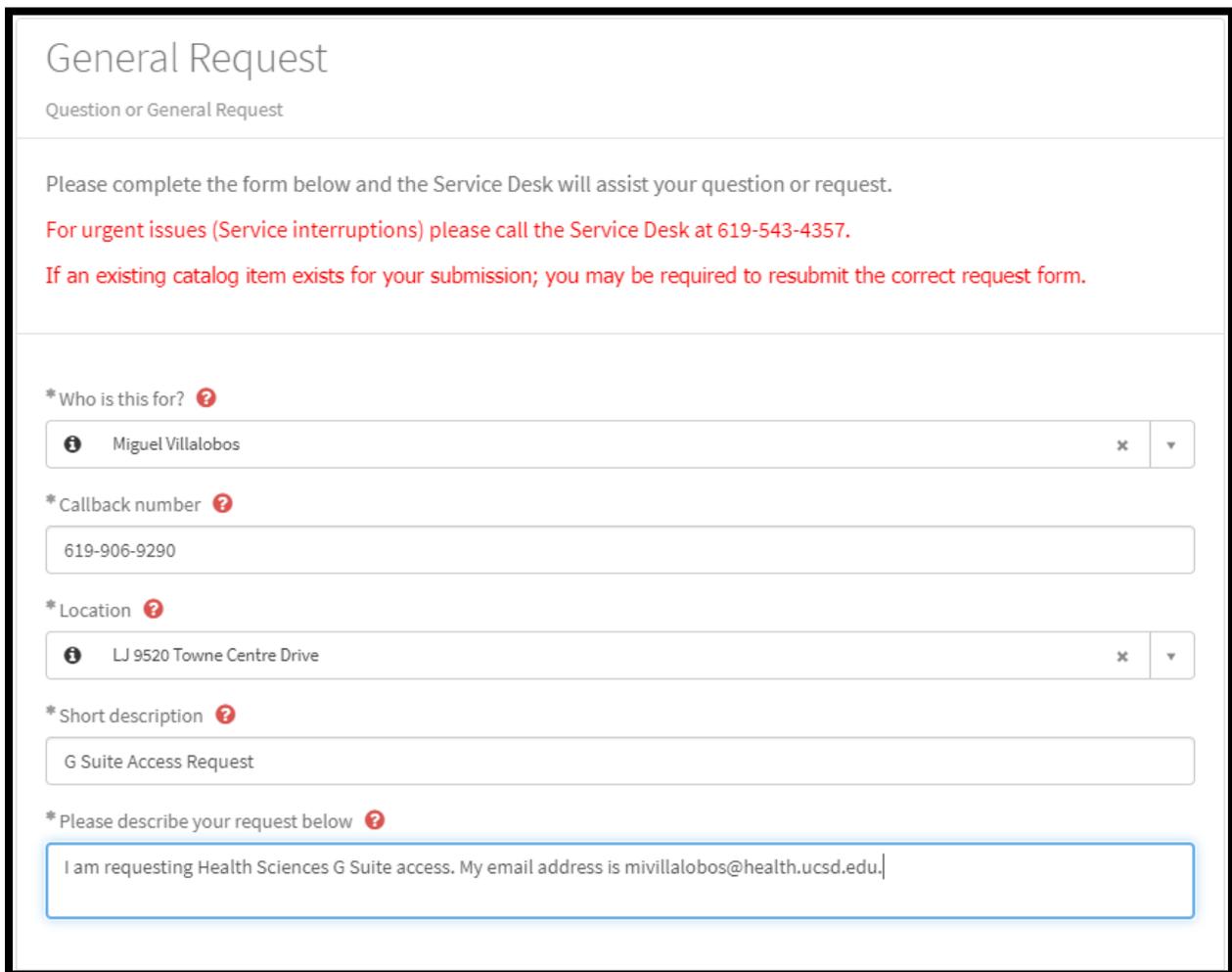


Health Sciences G Suite for Education

Getting G Suite

To be issued a Health Sciences G Suite account, please submit a General Request on our self-service [web page](#) and indicate you wish to have an account issued to you. The Short Description should simply read, "G Suite Access Request." Because of the way the back end process functions, each individual will need to submit their own request. Submitting one form with multiple names will result in its rejection. You may also call in your request to the Service Desk at (619) 543-4357 (x34357).

Example of the form filled out:



The screenshot shows a web form titled "General Request" with the subtitle "Question or General Request". Below the title, there is a paragraph of instructions: "Please complete the form below and the Service Desk will assist your question or request." followed by two lines of red text: "For urgent issues (Service interruptions) please call the Service Desk at 619-543-4357." and "If an existing catalog item exists for your submission; you may be required to resubmit the correct request form." The form contains several fields:

- * Who is this for? (with an information icon and a dropdown arrow)
- * Callback number
- * Location (with an information icon and a dropdown arrow)
- * Short description
- * Please describe your request below

Once your request has been received by the Service Desk, they will enter your information in DocuSign which automatically generates the attestation form which is subsequently sent to you for review and signature. Your signed attestation is forwarded to the User Access & Security team who will furnish your account.

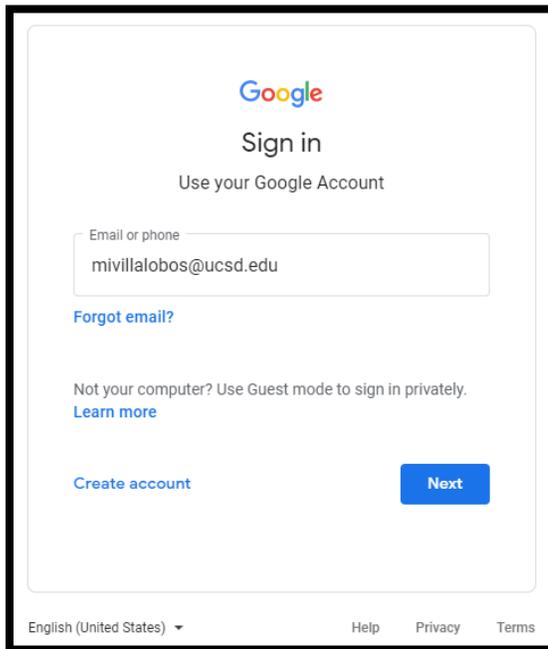
Attestation

The back end process includes an attestation that every individual must agree to in order to be granted their Health Sciences G Suite account. The basic understanding of the attestation is this: Health Sciences will issue you a G Suite account provided you agree to not store any PHI/PII (Protected Health Information / Personally Identifiable Information) on the G Suite cloud.

How do I login?

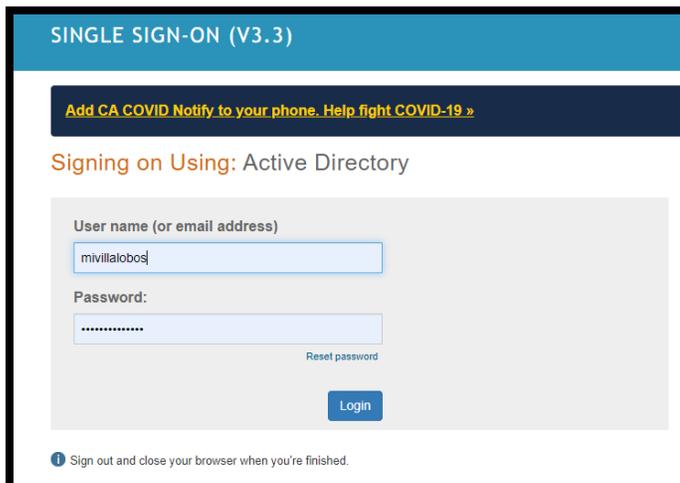
Once your account has been issued, please go to gsuite.ucsd.edu and ensure you login using your [@ucsd.edu](mailto:mivillalobos@ucsd.edu) account.

1. Gsuite.ucsd.edu



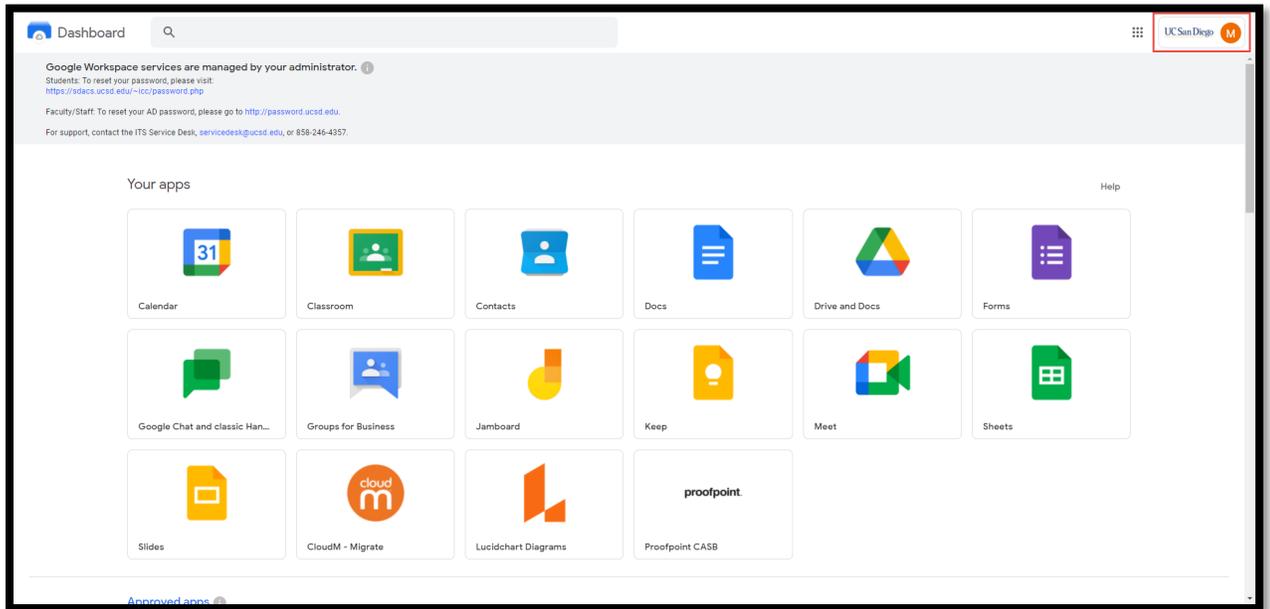
The screenshot shows the Google Sign-in page. At the top is the Google logo, followed by "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone" containing the email address "mivillalobos@ucsd.edu". There is a link for "Forgot email?". Below that is a note: "Not your computer? Use Guest mode to sign in privately." with a "Learn more" link. At the bottom left is a "Create account" link, and at the bottom right is a blue "Next" button. The footer contains "English (United States)" with a dropdown arrow, and links for "Help", "Privacy", and "Terms".

2. Redirect to the Single Sign-On Page

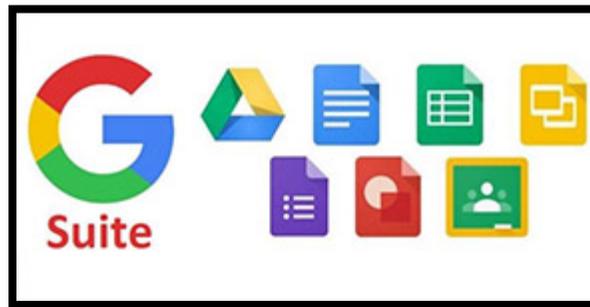


The screenshot shows the "SINGLE SIGN-ON (V3.3)" page. At the top is a blue header with the text "SINGLE SIGN-ON (V3.3)". Below the header is a dark blue banner with the text "Add CA COVID Notify to your phone. Help fight COVID-19 »". The main content area is titled "Signing on Using: Active Directory". It contains a form with two input fields: "User name (or email address)" with the value "mivillalobos" and "Password:" with a masked password "*****". There is a "Reset password" link below the password field. At the bottom right of the form is a blue "Login" button. At the bottom left of the page is a small icon and the text "Sign out and close your browser when you're finished."

3. Successful login



Included G Suite Apps



- Classroom
- Docs
- [Drive](#) (unlimited per user storage space)
- [Hangouts](#)
- Sheets
- Sites
- Slides

Resources

- [Data Usage Guidelines](#)
- [Frequently Asked Questions](#)
- [G Suite Learning Center](#)
- [Gmail Help Center](#)
- [Google Calendar Help Center](#)
- [Google Docs Help Center](#)
- [Google's overall approach to IT security \(PDF\)](#)