FDP Approach in using Google Drive and shared folders and files

FDP has selected Google Drive as the organization wide method of maintaining all FDP committee and activity working documentation.

Structure and Security

The structure and security of the FDP Google Drive folders has been set up so that FDP will own and have access to all documentation housed within the folders. The structure of the folders mirrors that of the structure of FDP governance, with one folder per operational or programmatic committee.

Obtaining access

Co-chairs of all committees are granted access by the FDP Executive Director, or their designee. Those Co-chairs have the user rights to set up subcommittee, working group and activity folders within the Committee folder and share as applicable.

Transparency of information

All folders that are set up within committee folders, as well as files within will be “owned” by the FDP and be open to access by the FDP Executive Director and Executive Committee, for transparency.

Issues with Connecting to Google Drive

If you go through the steps below and still cannot access Google Drive, then email Sara (spierry@nas.edu). The issue may be that your institution has restricted your security access. Sara can issue you your own separate FDP email if this is the case.

Instructions for accessing FDP Google Drive folders

1) Open your preferred browser and go to google.com
2) Click on “Sign In” button in the upper right corner, and sign in using either your own individual gmail account information, or via your organizations account information. Once you login, you should see your first name or initial in the circle in the upper right corner.
3) Click on the square of dots [change to whatever actual name of this is] to navigate to the Google Apps and click on “Drive” to open your Google Drive.

4) Once the Google Drive is opened, click on “Shared with me” on the left side. This is where any Google Drive folders that have been shared with you will be located. Select the folder that has been shared with you.
5) Hover over the folder that has been shared with you, right click, and select “Move to”. An additional selection box will pop up. Select “My Drive”. This will place the folder that has been shared with you in “My Drive” for ease of access. This will provide an easy way to access the FDP folders going forward.

6) Select “My Drive”, and you should see the folder that was shared with you listed there. This will be how you access the folder going forward.