Use these simplified instructions to gain access to the DSI within Google Drive:

From your District Gmail account, click on the link to ‘Groups’ from the apps product menu:

Your Groups page includes links to all of the Google groups to which you have access. The ‘District Staff Information’ group should be in your list. Click on the link to ‘My Groups’ and then click on the ‘District Staff Information’ group name.

The District Staff Information (DSI) group exists to facilitate the distribution of staff-only documents.
You are now at the Group page for ‘District Staff Information’ – open the post ‘Click here to add District Staff Information to your Google Docs List.’

Click on the URL linked in the post to open the ‘District Staff Information’ collection in your browser. The contents of the DSI will automatically open in a new tab or window.

Clicking on the link opens ‘District Staff Information’ in a separate tab or window. You can now browse through the shared folders and documents.
**Optional Steps (not recommended if you only need occasional access the DSI collection)**

To add the DSI to your Google Drive Docs List, click on the **Add to Drive** button in the top right.

![Add to Drive](image)

After a few moments, **District Staff Information** will appear in your Google Drive list. The contents of the folders may take some time to populate.

![Google Drive Content](image)

*Please Note: Adding the ‘District Staff Information’ collection to your Google Drive list may cause syncing issues if you use the Google Drive Desktop client.*