Accessing Your R-MC Sponsored G-Suite

Go to google.com
Select Sign in (see Arrow 1); OR select the menu icon (Arrow 2), then My Account (Arrow 3)

If this screen shows up, select SIGN IN (Arrow 4)
Type in your R-MC email address. Press the **Next** button.

You will see a screen as below **if you have previously used your R-MC email to create a Google account** (examples include accepting an invitation to collaborate on a Google Doc or to access files saved on someone else’s Google Drive). In such case, select “**Individual Google Account**” (see the arrow). The system will guide you through changing your personal Google account name and email. When you finish, log out your personal account. Start over to get to the Google Sign in screen, and press the NEXT button.

You are taken to the R-MC single-sign-on page. Type your R-MC email and password. Press **Sign in**.
Read the **Welcome** message before clicking Accept. Your first name initial on the top right (Arrow 5) shows you are in your G-Suite space. You may begin using the tools including Drive, Docs, etc. Click on **More** (arrow 6) for more tools including YouTube.

![Google Account Dashboard]

The End