

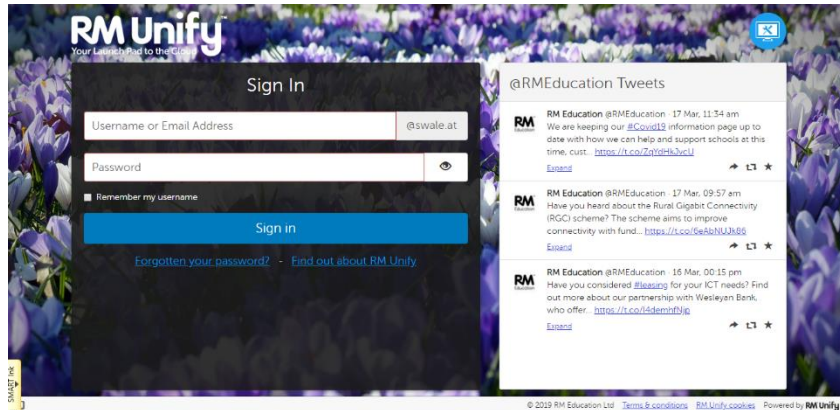
Google Drive: A step by step guide for parents and carers

1. Search **rmunify.com** into an address bar.

www.rmunify.com ▼

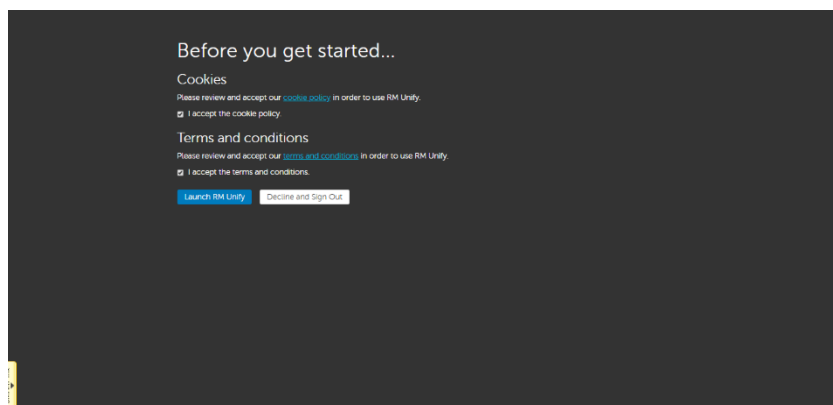
RM Unify: Sign In

RM Unify is your Launch Pad to the Cloud - a single sign-on system, application library and management console designed specifically for education.

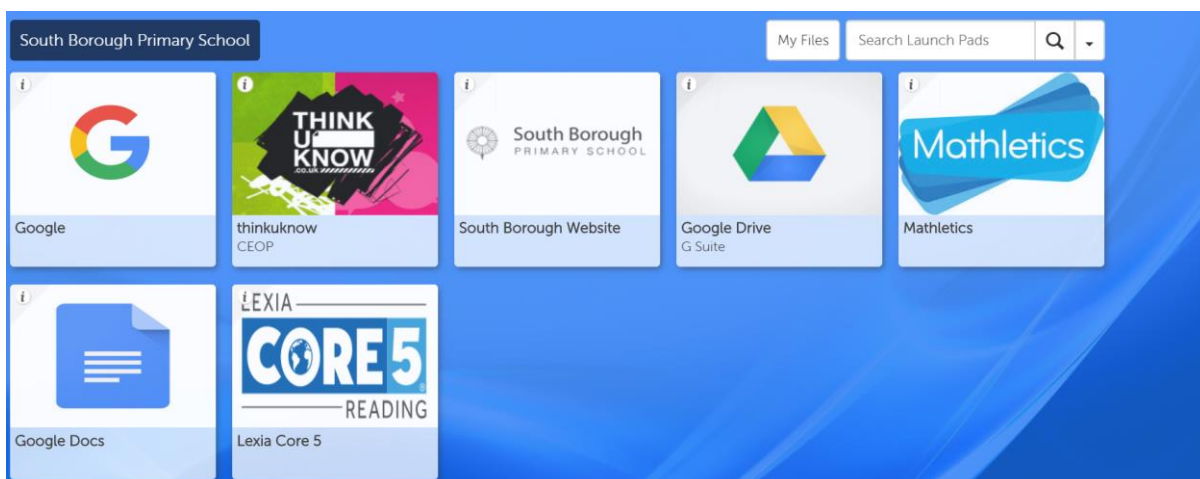


Write your child's email address and password in the relevant boxes. An example of the email would be sbp2015.lclarke@swale.at. An example password would look something like this: SBP2233 (please note that these are **case sensitive**). Click 'Sign In'.

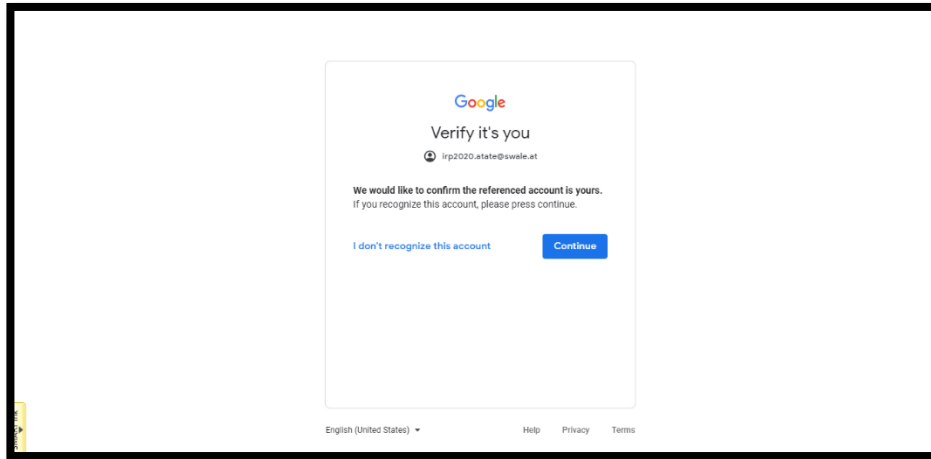
2. Accept **all** 'Cookies' and 'Terms and conditions' and click 'Launch RM Unify' (Tick **both** boxes).



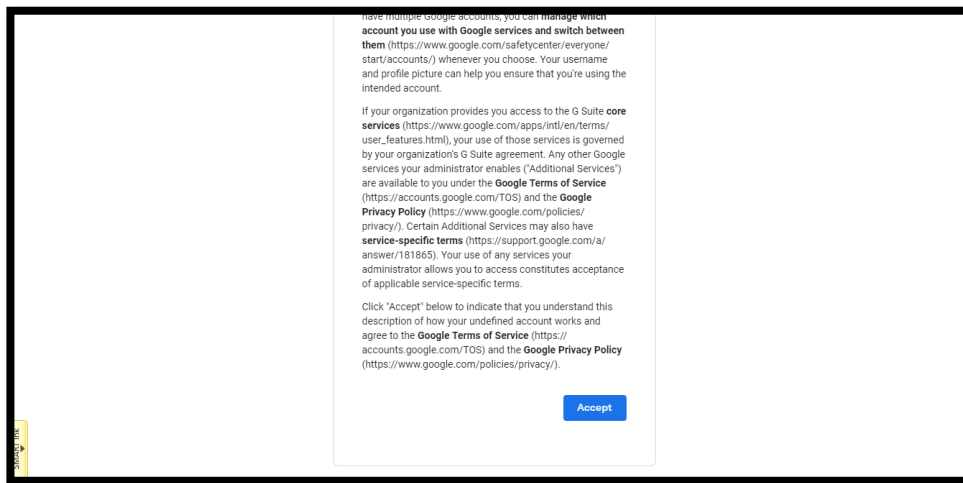
3. Click on 'Google Drive' (this will open a new tab).



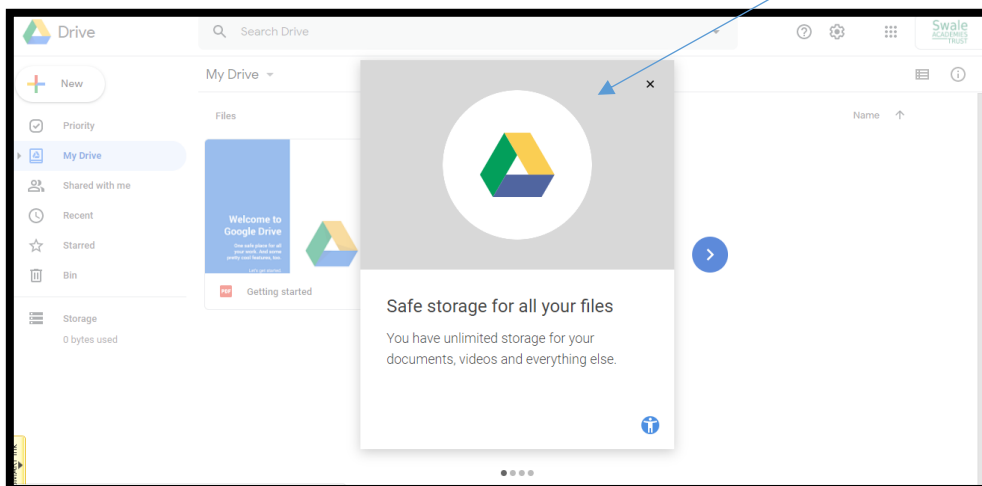
4. You **may** or may **not** see this screen. If you **do** click 'Continue' if **not** continue to step 5.



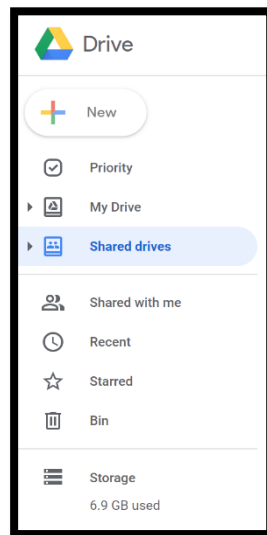
5. Scroll to the bottom of the screen and click 'Accept'.



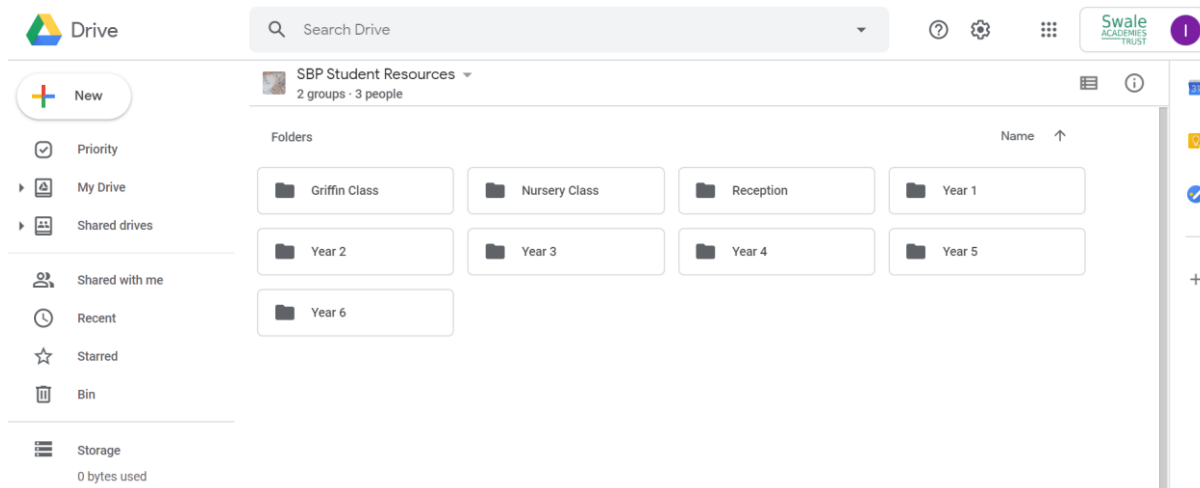
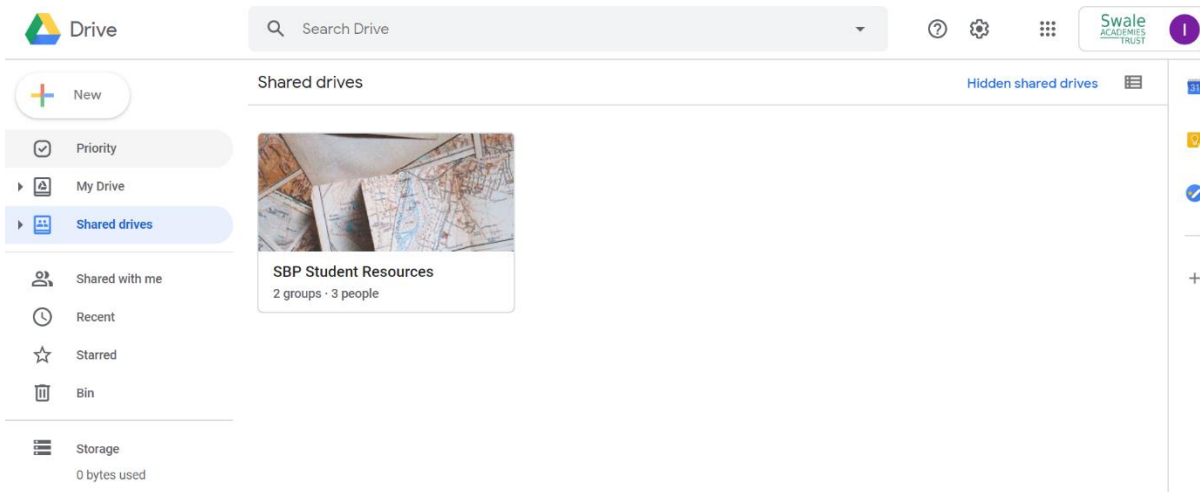
6. Click the 'x' in the top right hand corner of the pop-up (if you don't see it continue to step 7).



7. Click 'Shared drives' on the left of the screen



8. Click on 'SBP Student Resources' to access your child's year group and remote home learning.



Please note that **new** learning will be placed into each year group folder **every Friday** by 15:30. This will **start** on Friday 27th March 2020.