

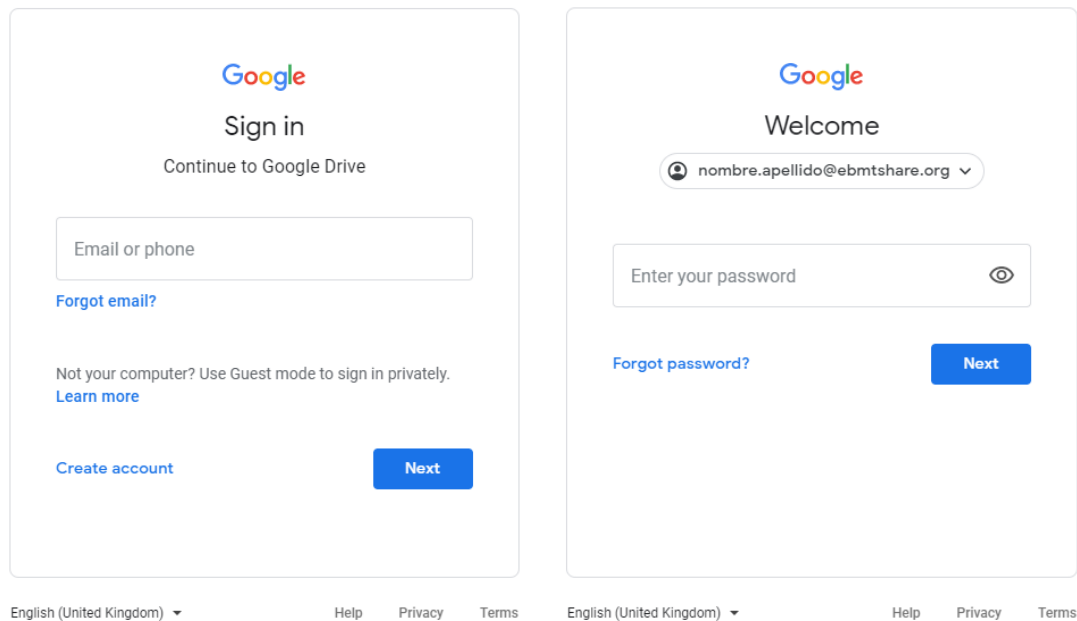


Support document

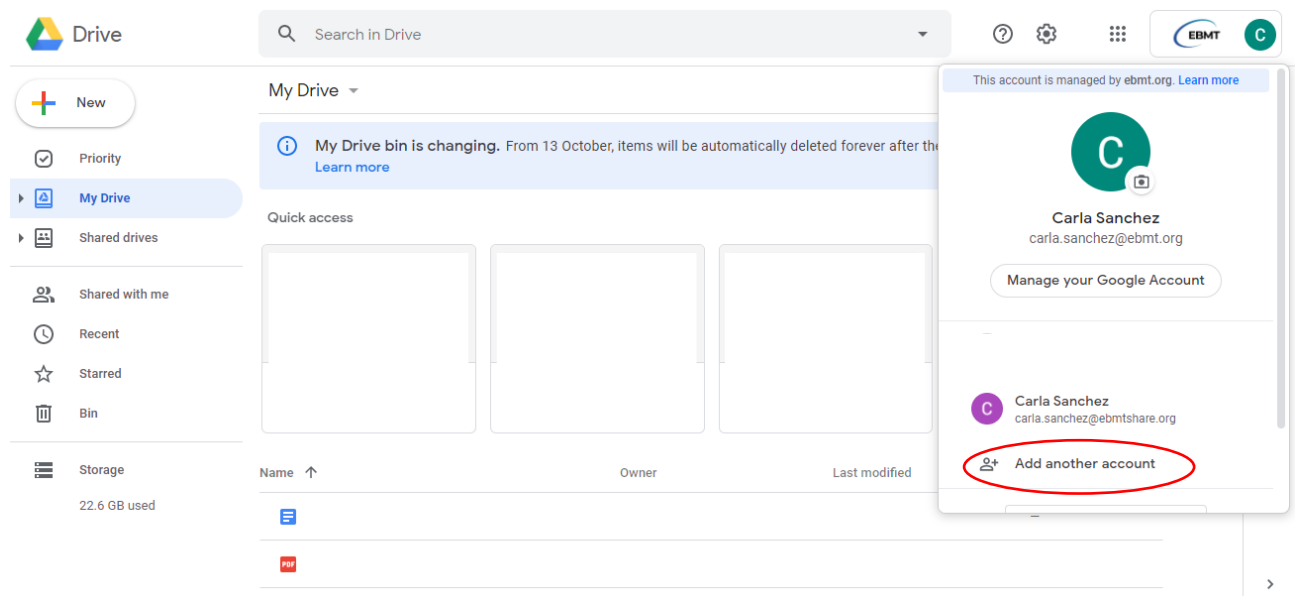
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How to access your EBMTSHARE Drive

1. In the Sign in window, please add the personal EBMTSHARE Username and Password that have been sent to you by email.



2. If your Drive shows another active account, please choose the option “Add another account” from the Top Right Dropdown menu and follow the same steps as above.





3. Accept the Google Terms of Service and Google Privacy Policy



Welcome to your new account

Welcome to your new account: nombre.apellido@ebmtshare.org. Your account is compatible with many [Google services](#), but your ebmtshare.org administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Centre](#).

When you use Google services, your domain administrator will have access to your nombre.apellido@ebmtshare.org account information, including any data that you store with this account in Google services. You can learn more [here](#), or by consulting your organisation's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organisation provides you access to the G Suite [core services](#), your use of those services is governed by your organisation's G Suite agreement. Any other Google services that your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services that your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click 'Accept' below to indicate that you understand this description of how your nombre.apellido@ebmtshare.org account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).


[Accept](#)

4. Create a New password for your account



Change password for
nombre.apellido@ebmtshare.org

[Find out more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

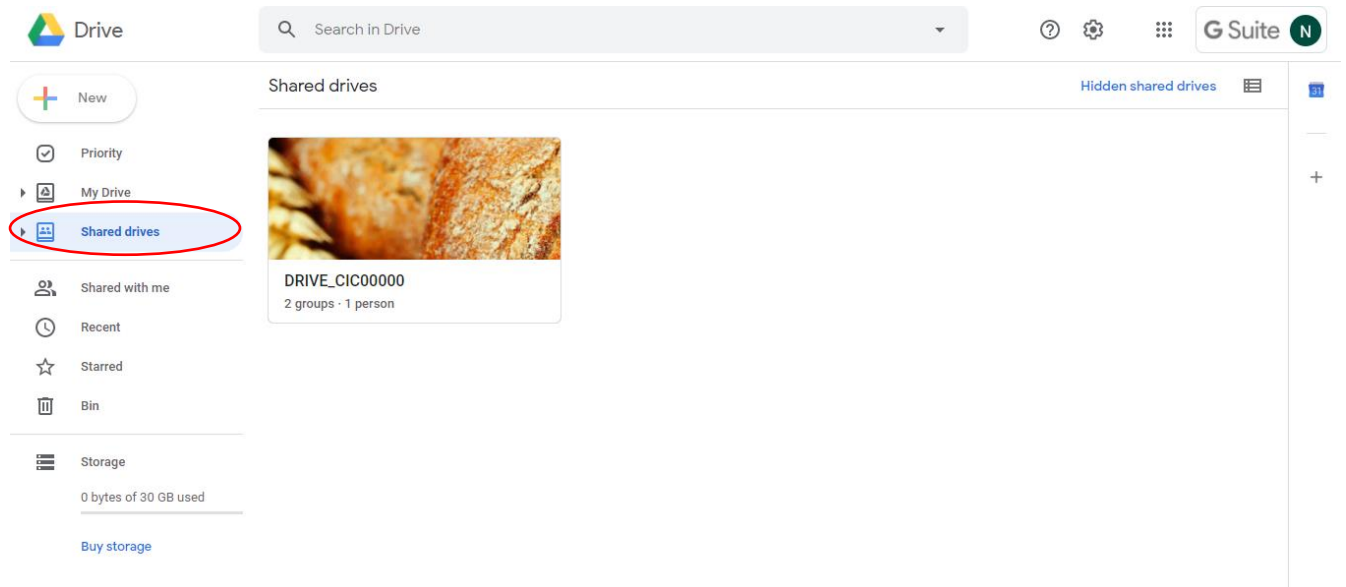
Create password

Confirm password

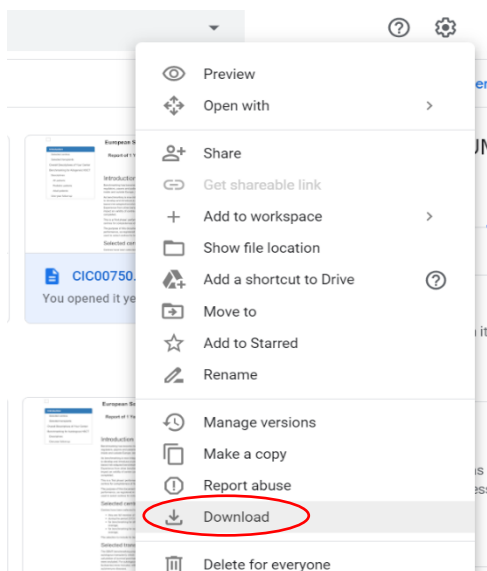
[Change password](#)

How to visualise your reports

1. Find your CIC folder in Shared drives



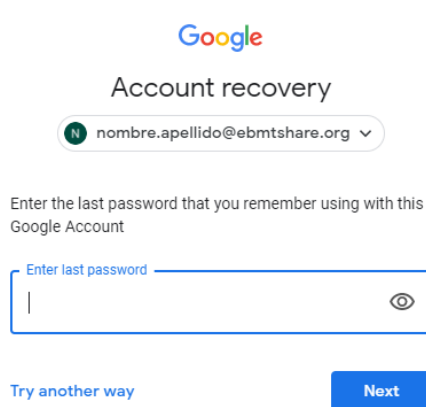
2. To open your HTML report, you need to download it to your PC first and then open it in a browser. To download the file, right-click on it and select Download from the menu.





How to recover your password

1. In case of forgotten password, your personal email will be set as the recovery email. You can type a password previously used to send a verification code to your email. Alternatively, you can click on "Try another way". This will prompt a screen where you will have to confirm your recovery email.



Google

Account recovery

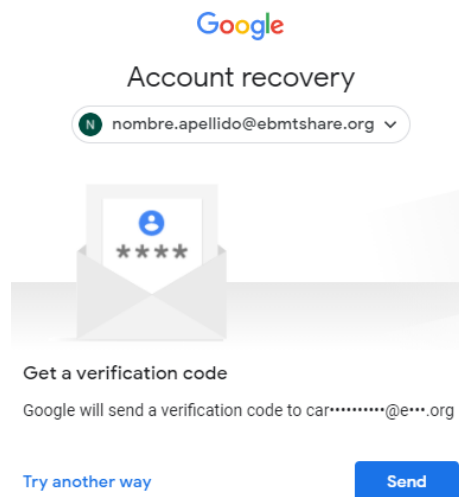
nombre.apellido@ebmtshare.org

Enter the last password that you remember using with this Google Account

Enter last password

Try another way

Next



Google

Account recovery

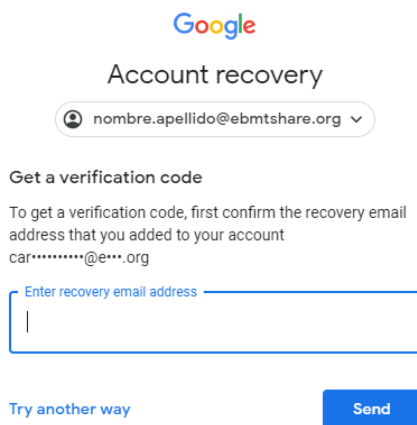
nombre.apellido@ebmtshare.org

Get a verification code

Google will send a verification code to car*****@e***.org

Try another way

Send



Google

Account recovery

nombre.apellido@ebmtshare.org

Get a verification code

To get a verification code, first confirm the recovery email address that you added to your account car*****@e***.org

Enter recovery email address

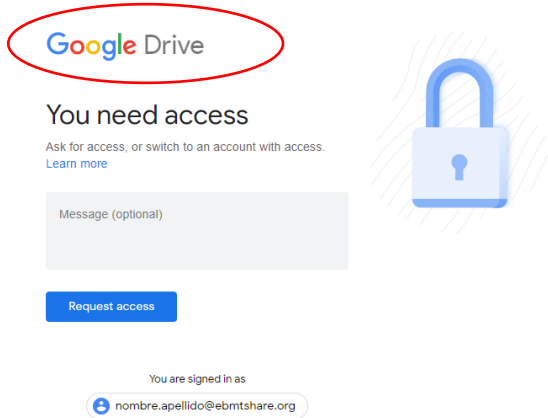
Try another way

Send



EBMT BENCHMARKING PROJECT

2. If you visualise the following screen, please click on Google Drive to restore it.



Comments or questions

If you have any comments or questions please contact us at benchmarking@ebmt.org