

## Introduction

WCPSS Google accounts of graduating seniors and other students not returning to WCPSS next school year will be active through **June 30, 2016**.

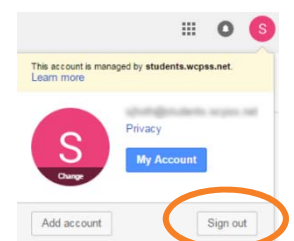
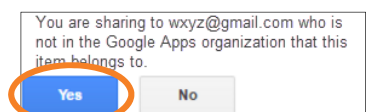
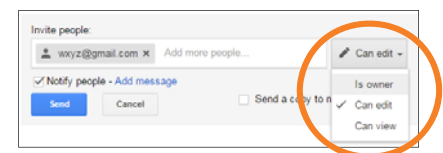
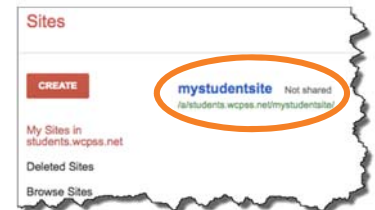
After June 30, 2016, students not returning to WCPSS for the 2016-17 school year will no longer be able to access their WCPSS Google account.

Carefully follow both parts of the instructions below to migrate any Google Sites created with your WCPSS Google account. The steps must be repeated for each Google Site you wish to migrate.

## Share WCPSS Google Site with Another Google Account

Share the Google site(s) created using your WCPSS Google account with a Google account that is not part of WCPSS Google.

- Using Google Chrome, visit <http://google.wcpss.net>.
- Click **Google Apps Login – Students** and sign into your **WCPSS Google** account using your **WakeID** credentials.
  - These are the same credentials used to log into your WCPSS e-mail account.
- Visit <http://sites.google.com>.
- Click the **name of the site** you want to migrate.
- Click the **Share** button in the upper right of your screen.
- In the **Invite people** box, enter the **e-mail address** of the Google account you are sharing the Google site with.
  - Must be an existing Google account not part of WCPSS Google.
  - This e-mail account will receive an e-mail message from Google stating that the site has been shared.
- Click **Can edit** and change to **Is owner**.
- Click **Send**.
- Click **Yes** to confirm that you are sharing your site with someone who is not part of WCPSS Google.
- Sign out** of your WCPSS Google account.



## Copy WCPSS Google Site to Other Google Account

After sharing your WCPSS Google Site with another Google Account, the site must be copied to complete the site migration process.

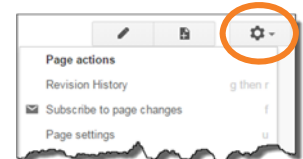
1. Log into the **e-mail account** that your WCPSS Google Site was shared with.
2. Open the **e-mail message** received from your @students.wcpss.net e-mail account.



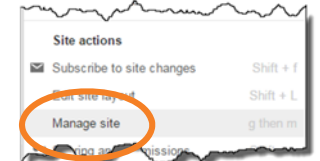
3. Click **Open**.



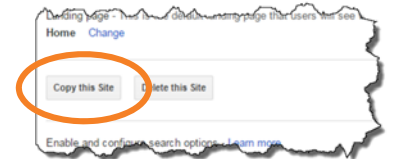
4. Click the **gear icon** in the upper right portion of your screen.



5. Click **Manage site**.



6. Scroll down the page and click **Copy this Site**.



7. Enter a **Site name** in the space provided.
  - The new site name becomes part of the web address (URL.)
  - If the site name is already in use by another Google user, an error will appear and you will need to change the text in the Site location field.



8. Click the **checkbox** next to “I’m not a robot.”

9. Select the appropriate **images**.

10. Click **Verify**.

11. At the very top left of your screen, click **COPY**.

You now have a copy of your site that is not attached to your WCPSS Google account.

Repeat the entire process for each site you want to migrate.