Logging in to Google Drive to View OAR SOPs, Services & Rates and Forms

OAR’s Standard Operating Procedures (SOPs), Services & Rates, and certain forms (e.g. Transfer Animals, Facility Access) are located on the university’s Google Drive. In order to view them, you will be required to login with your CU Boulder Identkey@colorado.edu and password.

Here’s how to access these materials:

1. Select the item you’re looking for from the right-hand menu of the OAR website.
   http://colorado.edu/researchinnovation/oar

   For this example, we’ll select Services & Rates:

   ![Services and Rates](image1)

2. From the landing page for that item, click the gold button: View Current Services & Rates. (Note: If you are on the OAR Forms page, click on the blue button for the form you want to access.)

   ![Services and Rates](image2)

3. Once you click the button to access Google Drive, one of three things will happen:
a. **Possibility #1: You will be prompted to sign into Google Drive.** Do so using your `Identikey@colorado.edu` as your username (e.g. `buff1234@colorado.edu`) and the same Identikey password you use for MyCUInfo.

b. **Possibility #2: You will arrive at a screen that says “You need permission”**.

   **IMPORTANT:** Do not click the “Request access” button! **Click “Switch accounts” instead.** You are seeing this screen because you are logged into another Gmail account. **You will need to switch to your Identikey@colorado.edu account**—this will grant you automatic access to the folder.

c. **Possibility #3: You're already logged in.** If you already use your university Google Drive account for other projects, you may not be prompted to login at all, and will just arrive at the folder.

**Questions?** Contact Allison Miller: allison.jane.miller@colorado.edu.