

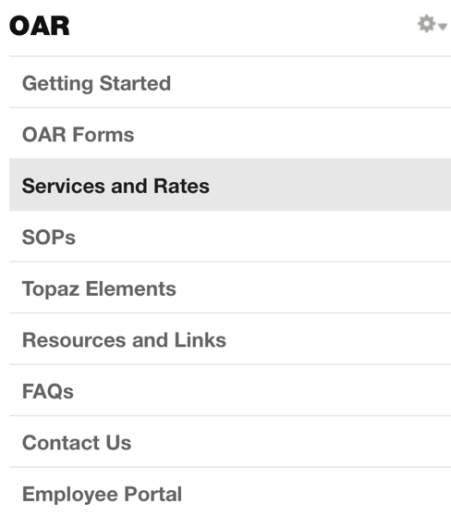
## Logging in to Google Drive to View OAR SOPs, Services & Rates and Forms

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 Identikey@colorado.edu** and password.

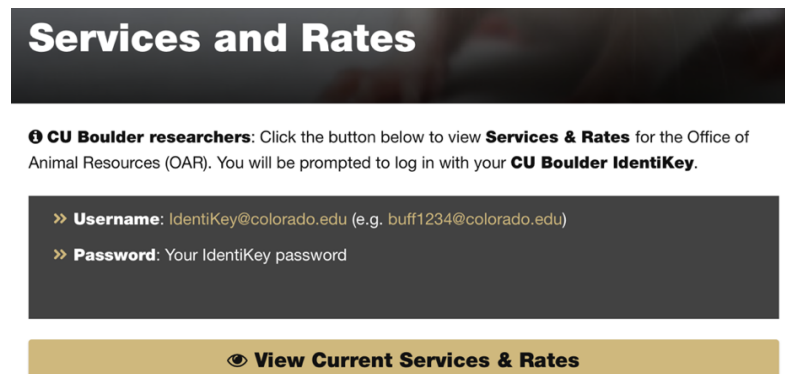
Here's how to access these materials:

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**:



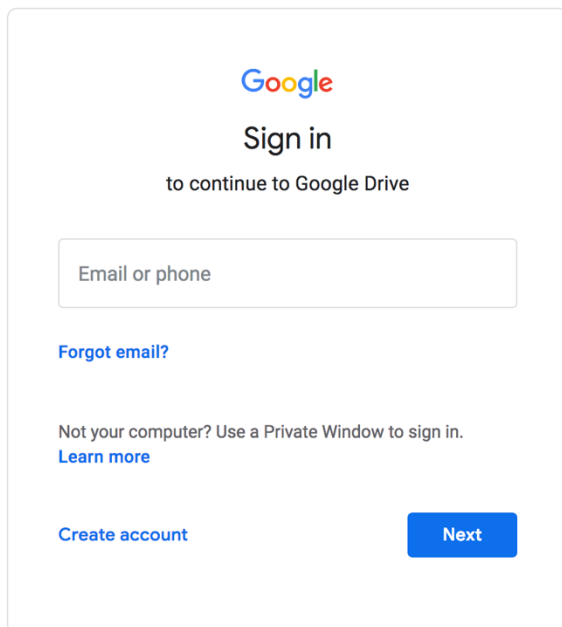
2. From the landing page for that item, click the gold button: **View Current Services & Rates**. (**Note:** If you are on the **OAR Forms** page, click on the blue button for the form you want to access.)



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](mailto:Identikey@colorado.edu) as your username (e.g. [buff1234@colorado.edu](mailto: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](mailto:Identikey@colorado.edu) account**—this will grant you automatic access to the folder.



## You need permission

Want in? Ask for access, or switch to an account with permission. [Learn more](#)

You are signed in as **personalemail@gmail.com**.



- 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.