



This document will demonstrate how to relink your Google Account in Brightspace in order to submit assignments directly from Google Drive.

Log into the <https://wecdsb.elearningontario.ca/d2l/home> and login with your student number as the username and student number as the password.

Some users may need to link their first.lastname@mytools2go.ca

The screenshot shows the Google Workspace account linking interface. It includes a 'Link to Existing Account' section with a text input field for the email address. Two steps are highlighted with arrows:

- Step 1:** Click Link to your google workspace account (pointing to the 'Link to your Google Workspace account' button).
- Step 2:** Enter your personal mytools2go email address to link your board-issued email. This will be your firstname.lastname@mytools2go.ca and press link account (pointing to the email address input field).

The interface also displays the 'Access Google Workspace' header, a message stating 'You do not have a Google Workspace account linked with the organization.', and a 'Link to Existing Account' section with the following text: 'Enter the Google Workspace account provided by your institution so that it can be linked to your organization.' Below this, it shows 'Google Workspace Account' with 'Organization Username' as 'p.gebrael' and 'Email Address' as 'first.lastname@mytools2go.ca'. A note at the bottom states: 'Note: it may take some time to access the Google Workspace server.' At the bottom are 'Link Account' and 'Cancel' buttons.

Once you establish a link, scroll down to where it says "Access Google Workspace" and click the "Authorize" button

Access Google Workspace ▼


Authorize your Google account.

Google Workspace Username:
joseph.gebrael@mytools2go.ca

If this is not your Google account, please contact your administrator

Authorize

It will prompt you to sign in and then validate. Students will then be able to resume submitting assignments through Google Drive.

 Sign in with Google

Sign in









to continue to **Mytools2go-Brightspace**

Enter your email

@mytools2go.ca

Press allow

This will allow **Mytools2go-Brightspace** to:

-  View your email messages and settings 
-  See, edit, create, and delete all of your Google Drive files 
-  View and edit events on all your calendars 
-  See and download any calendar you can access using your Google Calendar 

Make sure you trust Mytools2go-Brightspace

You may be sharing sensitive info with this site or app. You can always see or remove access in your [Google Account](#).

Learn how Google helps you [share data safely](#).

See Mytools2go-Brightspace's Privacy Policy and Terms of Service.

Cancel

Allow

Once linked, you will now see this under Access Google Workspace

Access Google Workspace ▼

 **Unread Mail (12)**

 **Upcoming Events (0)**

 **Google Drive**