SFUSD SAN FRANCISCO PUBLIC SCHOOLS

Sites: Transferring to a personal account

You have been asked to transfer your Google Site to a personal Gmail account. The following steps will lead you through all pieces of this process to successfully move your Site over to a non-SFUSD account. If you have any trouble or get stuck at any point with these steps, please email Jessica Pederson at pedersonj@sfusd.edu.

Steps	Resources	
	Rationale	**How-to**
Create a personal Gmail account	If you already have a personal Gmail account you have access to, please skip this step and use that account.	• How to create a Gmail account
Share your site with your personal account	You need to add your personal account as a collaborator, giving your personal account editing access.	• See "Add an editor" on How to invite others to edit your site
Duplicate your shared site in your personal account	The only way to transfer ownership of a site is to make a copy of that site in your personal account and then remove the original site from your personal account. ***Note:*** Any edits made to the new copy of your site will not be reflected in your original site.	• How to make a copy of a site
Unshare your original site with your personal account	To remove the original site from your personal account, you'll need to revisit the original site's collaborator settings and remove your personal account as a collaborator.	• See "Remove an editor" on How to invite others to edit your site
Change the publishing settings of your original site	SFUSD is responsible for what is posted under our domain, and if a site isn't being updated or monitored anymore, it's important to change the sharing permissions.	• See Step 3 of How to publish and share your site → Set it to "Specific people"
Email Steve Netniss to notify him you have finished the process	Please email Steve Netniss at netnisss@sfusd.edu to let him know you have finished copying over your site to your personal account. He will then remove your SFUSD account's access to Google Sites, leaving you access to your new copy of your site through your personal account.	*If you have any questions or any issues at all, please email Jessica Pederson at pedersonj@sfusd.edu.*

Linked materials and resources created by the Google Help Center.

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