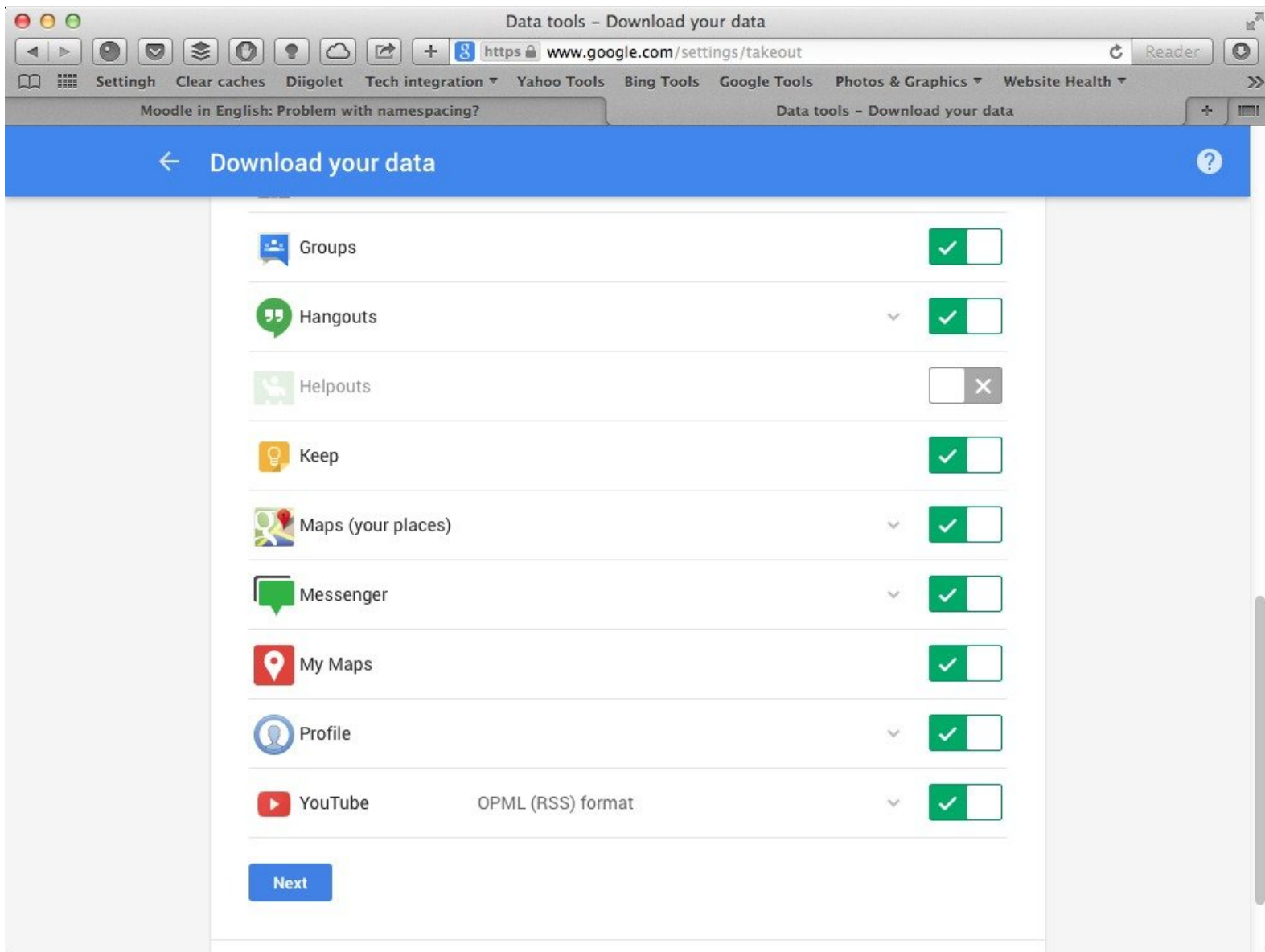


# BIS Help Guides

## **Taking your data with you when leaving BIS**

Learn how to safely make copies of the data stored in your Google Apps for Education account.

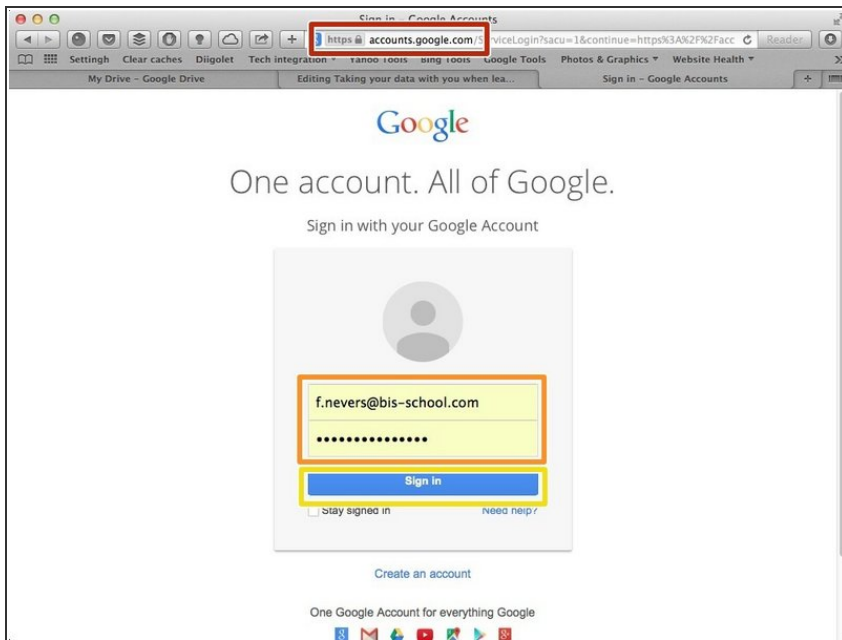
Written By: BIS Edtech Team



# INTRODUCTION

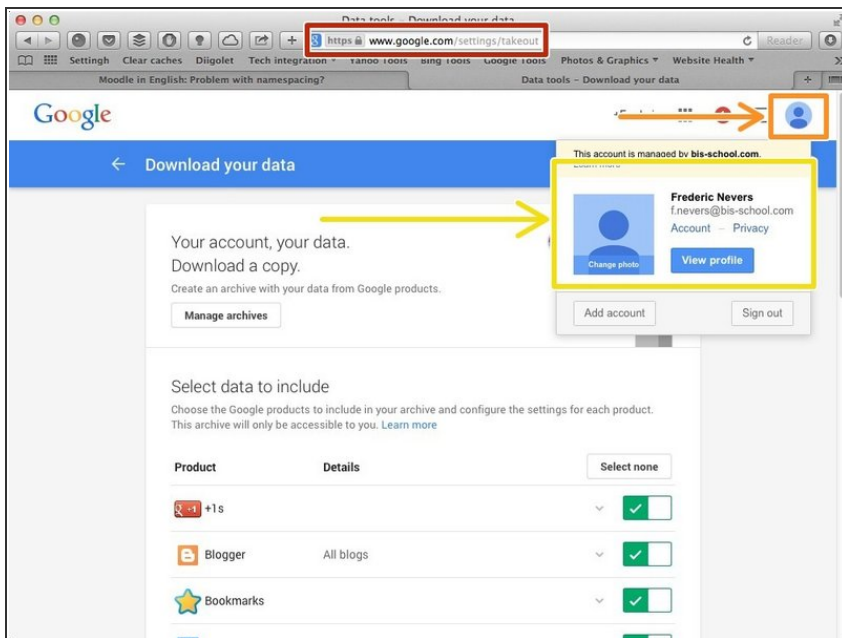
Learn how to safely make a copy of the data stored in your Google Apps for Education account.

## Step 1 — Visit Google Account page



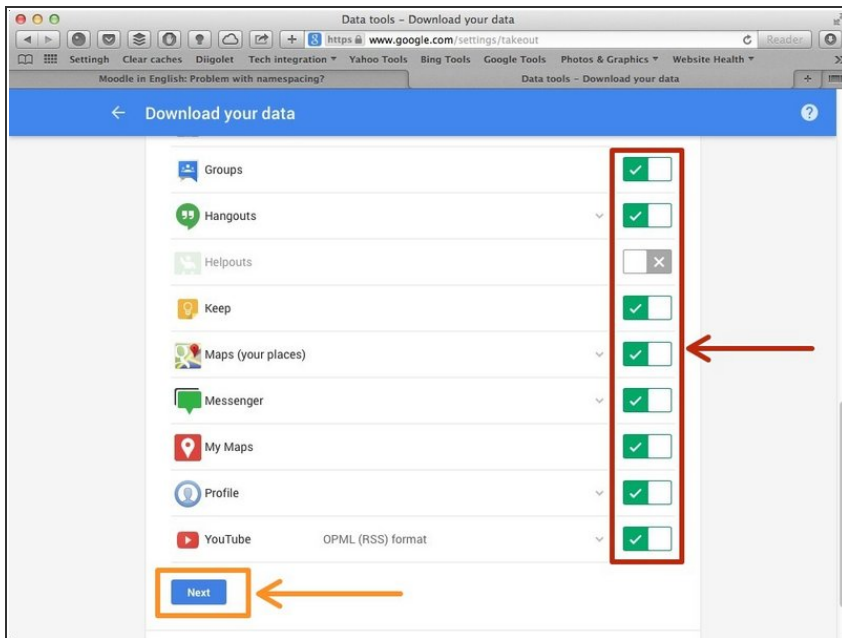
- Visit <https://accounts.google.com>
- Use your BIS information to login. This is very important. Please contact the IT Helpdesk if you have forgotten your login details
- Click 'Sign In'

## Step 2 — Visit Google Takeout



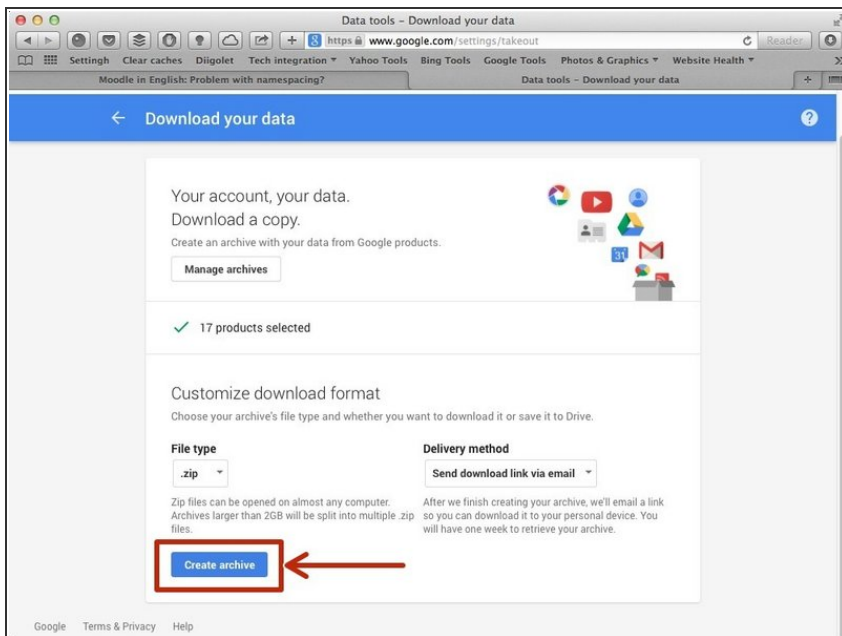
- Visit <https://www.google.com/takeout>
- Click on the icon next to your name, on the top left of your screen
- Ensure you are logged in to your BIS account

## Step 3 — Select the data you wish to take with you



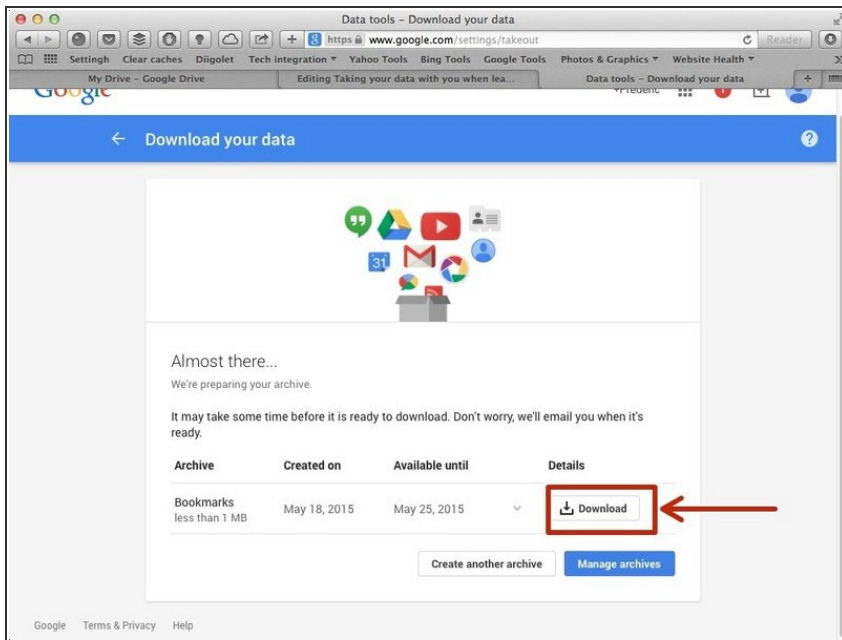
- Using the switches, select the data you wish to take with you
- ⚠ If unsure, leave all of the switched on (green)
- Click 'Next'

## Step 4 — Create archive to download



- Click on 'Create archive'
- ⓘ It is recommended that you keep the default options offered in the drop down boxes

## Step 5 — Download your data



- When the archive is created (the process may take a while), please click on 'Download'
- ❗ Please note that you can leave the page when the archive is being created, you will receive an email with a link to the archive when it is created.
- ⚠ Please note that the download link is only valid for 7 days.