# 磐田市教育データ引き継ぎ説明書
Iwata City Educational Data Transfer Manual

1 What you can do

By this procedure, the educational data (learning and work data) in the Google Drive of the child's account lent by the city can be transferred to the Google account specified by the applicant (guardian).

Learning and work data in Google Drive

Account lent by the city
　　　　　@g.city-iwata.ed.jp

Account created by applicant
　　　　　@gmail.com
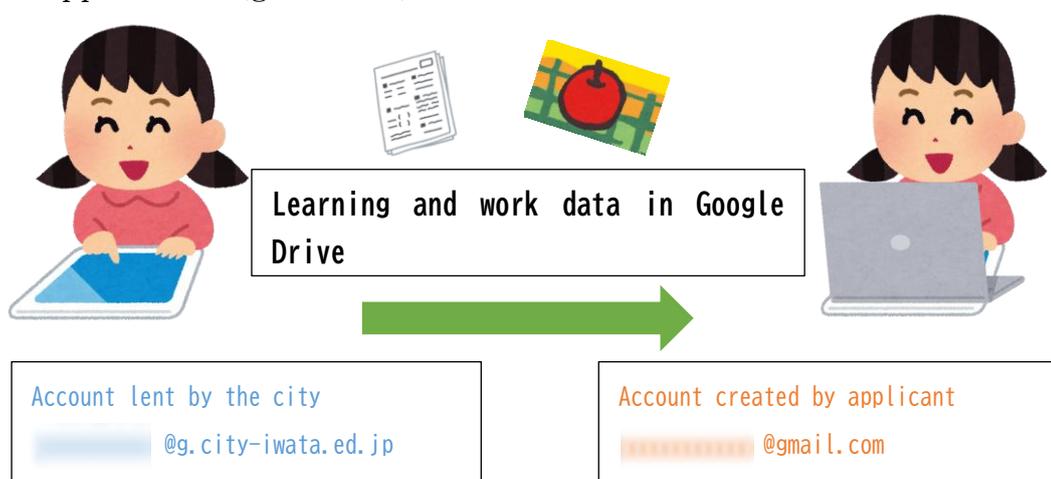
※To take over, a Google account created by the applicant (guardian) is required.

2 Request of Registration for transfer of educational data

⑴ An e-mail 「About the transfer of educational data」 will be sent to the e-mail address registered in CoDMON. (This email)

The email contains 2 URLs.

Address that leads to "Education Data Transfer Manual"

Address that leads to "Registration for requesting transfer of educational data"

⑵ Just pressing the URL of "Iwata City Education Data Transfer Manual"
Please read it. (This manual)

⑶ Please press the URL of [Registration for requesting transfer of educational data].
The following request registration window will open.

⑷ Please enter the necessary information for the transfer and press "Send" at the end. Educational data can be handed over within a week after registration.

3 About handing over educational data

To transfer educational data, proceed by going back and forth between the following two accounts.

> ・ Children's account lent by the city
> ████████████)@g.city-iwata.ed.jp

> ・ Account created by the applicant (guardian)
> ███████████gmail.com

<mark>From here, the operation is within the account of the child lent by the city.</mark>

Please check if there is any data that infringes the portrait rights or copyrights of others, and delete unnecessary data before starting the transfer work.

(1) Children's accounts lent by the city ████████@g.city-iwata.ed.jp でログインをしてください。Please log in.
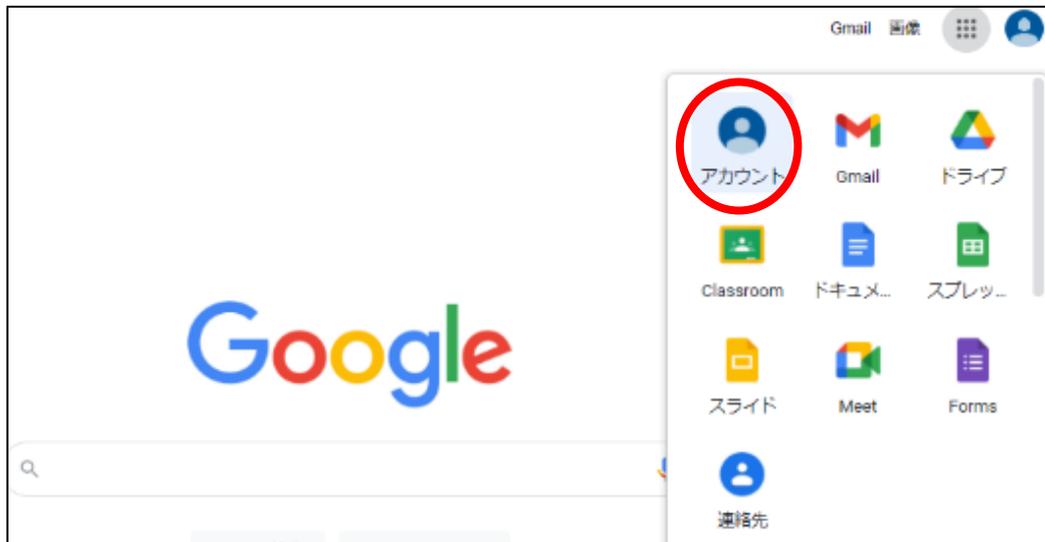
(2) Top right [⊞] Please press.
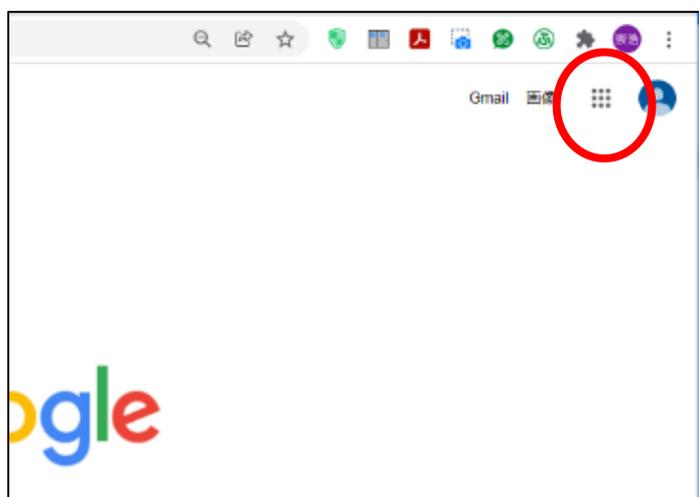
⑶ Various applications are displayed in the frame, so in
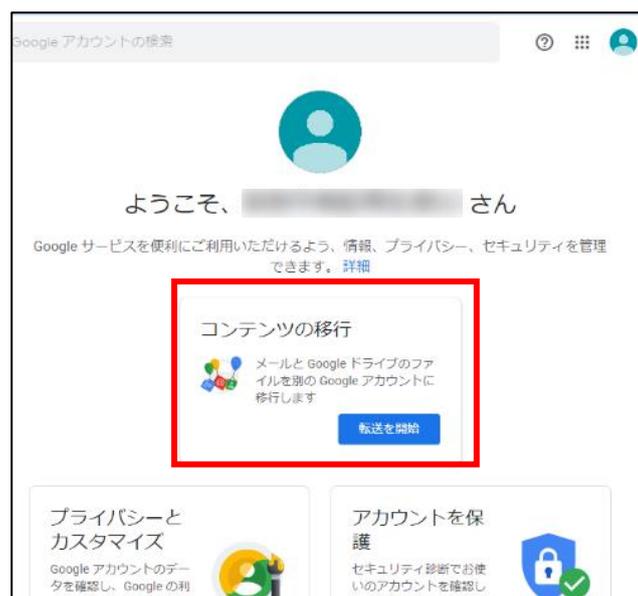
the upper left of the frame Please press.

⑷ When the screen is switched, a frame called "content migration" is created.

※ It will takes about 3 days. after "Registration for requesting transfer of educational data" until the frame "Content transfer" is created.

⑸ Enter the email address ██████████@gmail.com of the account created by the applicant (guardian) in the "Enter email address". Enter the destination account box.

⑹ When you enter your e-mail address, "Send Code"「コードを送信」 will turn blue and you will be able to press it. Press "Send Code"「コードを送信」.

⑺ Please log in to the account ▓▓▓▓▓▓▓▓@gmail.com created by the applicant (guardian) and open the "account confirmation"「アカウント確認」 sent to G-mail.

G-mail

⑻ Open the email and press the blue button that says "Get verification code"「確認コードを取得」.

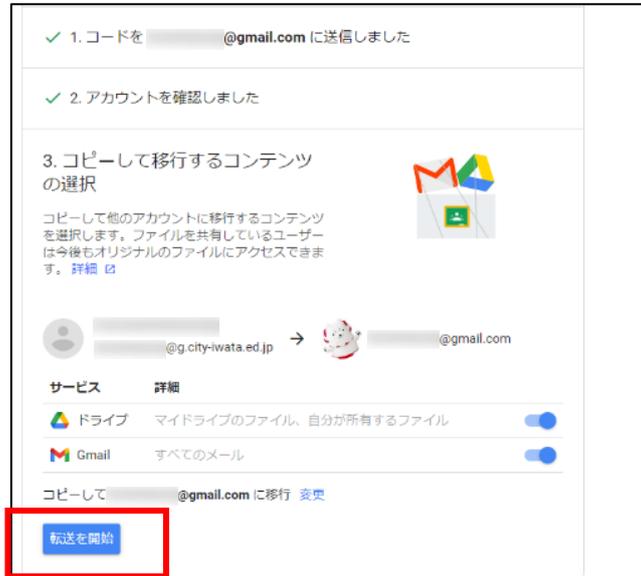⑼ Make a note of the code displayed under "Confirmation Code"「確認コード」.

⑽ Please enter the above code in the "Enter code"「コードを入力」 part of the Confirmation of the destination account". After that, when "Confirm"「確認」turns blue, press "Confirm"「確認」.

⑪ Click "Start Transfer" that appears under Content to be copied and transferred".

⑫ Finally, enter the password your child has set for login. Education data will be handed over.

That's all.

※ Depending on the amount of data in your child's account, data transfer may take a long time.

   Please check again if there is any data that infringes the portrait rights or copyrights of others, and delete unnecessary data.