Do not store PHI/HIPAA data on your UTH-Share account unless you have enabled your account for PHI data access.

Information About UTH Share

UTH Share is UTHealth’s implementation of Google Apps for Education, which consists of the following apps:

a. **Google Drive** lets you store and access your files anywhere — on the web, on your hard drive, or on the go.

b. **Google Docs** is an online word processor that lets you create and format text documents and collaborate with other people in real time.

c. **Google Sheets** is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people.

d. **Google Slides** is an online presentations app that allows you to show off your work in a visual way.
Creating a UTH Share Account

Go to [https://www.uth.edu/uthshare](https://www.uth.edu/uthshare) then click on Sign Up for UTH-Share

Then, click on UTH-Share Sign Up Page

Enter your UTH ID and password, then click Log in to proceed to the next page.

On the next screen, select Yes.
Select No on the next screen to create an account without PHI access.

If you have already setup DUO for your account, select Yes.

- If you do not have DUO setup yet, select No, follow the instructions on the next screen and then return to this document.

After clicking on Yes, your UTH Share account will be created.

Your UTH Share username will be a combination of your UTH ID and a truncated version of your UTH email UTH_ID@uth.edu. Notice that the domain is uth.edu instead of uth.tmc.edu. For example, user John Smith’s UTH ID is jsmith12, then his UTH Share ID will be jsmith12@uth.edu

This is not an email address, so emails sent to it will not be delivered.
Logging in to UTH Share

Go to [http://google.com](http://google.com) and go to the sign in page by clicking the **Sign In** button located on the top right.

On the login page, you will be asked to **Enter your email**. Reminder, here you will enter your UTH Share ID (**UTH ID@uth.edu**) in the text box. Press **Next** to go to the next page.

You will be redirected to the UTHealth Single Sign-on Page, enter in your **UTHealth username** and **password** (*the same that you use to login to Canvas, Webmail, etc*)

Then, choose your preferred authentication method for **DUO** (*Push using the Duo app, a phone call or via a Passcode sent to your device*)
If it is your first time accessing Google with your UTH Share account, you will be shown a prompt about how your account is managed by UTH and Google’s policies. Read and click on the Accept button to agree to the policy.

At this point, you will be successfully signed in.
Collaborating With Google in Canvas

In Canvas, there are two versions of Google integration that users can use to collaborate, **Google for Education** and **Google Docs**. Both will connect to your UTHShare account, however, you’ll need to link both to ensure that you’ll be able to fully collaborate since you may not know which version the document creator used.

The **Google for Education** collaboration option gives users the ability to create Google Slides (PowerPoint), Sheets (Spreadsheet) or Docs (Word Document) while the **Google Docs** option only allows for Docs. The following section of this guide will cover how to link your UTH Share account with both tools.
Link UTH Share Account to Canvas – Google Docs

Go to Canvas and click on your account image

Click on **Settings**

Click on the **Google Drive** button
A prompt window will open. Click on **Authorize Google Drive Access** and you’ll be transferred over to the Google Drive Sign in page.

On the next screen, you may see your UTHShare account, if you do, click on it to proceed and skip the login process.

If you do not see your account, click on **Use another account**.

If you clicked on **Use another account** in the previous page, you’ll be presented with the Google login page to **Enter your email**. Reminder, here you will enter your UTH Share ID (**UTH ID@uth.edu**) in the text box. Press **Next** to go to the next page.
You will be redirected to the UTHealth Single Sign-on Page, enter in your **UTHealth username and password (the same that you use to login to Canvas, Webmail, etc)**

Then, choose your preferred authentication method for **DUO (Push using the Duo app, a phone call or via a Passcode sent to your device)**

You will be prompted to give Canvas access to your Google Drive. Click on **Allow** as this is necessary to collaborate with other Canvas users

You will then be returned to Canvas to see a success message will display across the top and your UTHShare linked under **Google Drive** verifying that the account is now linked to your Canvas account.
Link UTHShare Account to Canvas – Google for Education

When you click on the link, you’ll be prompted to log in, click on the AUTHORIZE button to continue.

On the next screen, you may see your UTHShare account, if you do, click on it to proceed and skip the login process.

If you do not see your account, click on Use another account.

If you clicked on Use another account in the previous page, you’ll be presented with the Google login page to Enter your email. Reminder, here you will enter your UTH Share ID (UTH ID@uth.edu) in the text box. Press Next to go to the next page.
You will be redirected to the UTHealth Single Sign-on Page, enter in your UTHealth username and password (the same that you use to login to Canvas, Webmail, etc).

Then, choose your preferred authentication method for DUO (Push using the Duo app, a phone call or via a Passcode sent to your device).

Finally, you will be prompted to give Canvas access to your Google Drive. Click on Allow as this is necessary to collaborate with other Canvas users.