**Subject:** Quick Setup: KGS Website Google Workspace Integration

To integrate our KGS Website with Google Workspace, please follow these steps:

### 1. Enable APIs

Allow these APIs in the domain:

* Google Drive, Docs, Sheets, Slides, Calendar

**Path:** Admin Console → Security → API Controls → Enable API Services

### 2. Grant Domain-wide Delegation

**Service Account:**

* Email: kgs-web-service-account@kgs-web-project.iam.gserviceaccount.com
* Client ID: 118348104168435635958

**Scopes to authorize:**

https://www.googleapis.com/auth/drive

https://www.googleapis.com/auth/drive.readonly

https://www.googleapis.com/auth/drive.file

https://www.googleapis.com/auth/documents.readonly

https://www.googleapis.com/auth/spreadsheets.readonly

https://www.googleapis.com/auth/presentations.readonly

https://www.googleapis.com/auth/calendar.readonly

**Path:** Admin Console → Security → API Controls → Domain-wide Delegation → Add new client

### 3. Create a Shared Drive

* Name: KgsWebDrive
* Add the service account as **Manager**
* Set folders or drive to **Anyone with the link → Viewer** for public access

### 4. Create a Google Group for Uploads

* Name: website-uploaders@kellgradeschool.com (example)
* Add all staff allowed to upload
* Share the Shared Drive with this group as **Content Manager** or **Manager**

### 5. Optional: Approve OAuth Client

* Name: kgs-web-client-1
* Client ID: 1059949445564-1m8kntn97922osoa89ipev2ofm107dr7.apps.googleusercontent.com
* **Path:** Admin Console → Security → API Controls → Manage Third-Party App Access → Approve for same scopes as above

**Summary:**

* Service account → full upload/edit access
* Staff group → upload only
* Public → view/download only

Once these are done, I can get the website fully functional.

Thank you!

Travis Donoho

c/o Jeanna Donoho

P.S. If I need to have a kgs email address, make it something like [webadmin@kellgradeschool.com](mailto:webadmin@kellgradeschool.com) so I can hand it off at some point.

P.P.S. Also, the website mentions [contact@kellgradeschool.com](mailto:contact@kellgradeschool.com) as the contact email address for the school. Maybe make that account and have it redirect to the secretary or something. Like a catch-all bucket maybe?