



(For Graduating Students) Student iCON users
Google Takeout Guide to Back up Student iCON Data
v1.2 | 4 October 2025

Note to Students:

The following group(s) of students will **need to back up or export your Student iCON data by 31 Dec 2025.**

- **Sec 4/5** students proceeding to polytechnics, Institute of Technical Education (ITE) or private/overseas educational institutions, etc.;

Overview

1. Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)..... Page 4

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2. Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)..... Page 15

Note on use of different browser windows for transfer of content

For a more optimal experience when transferring your content with Google Takeout, you are recommended to **use 2 different browser windows for login to Student iCON account and personal Gmail account**. Please refer to the following for more information for the various web browsers.

Google Chrome web browser – 1 browser window for login to Student iCON account and 1 Incognito window for login to personal Gmail account. Refer to this [link](#) on how to browse in Incognito mode.

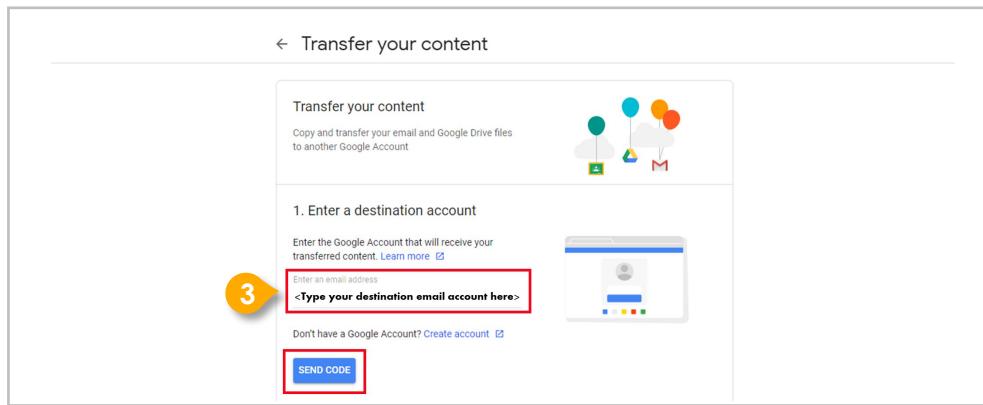
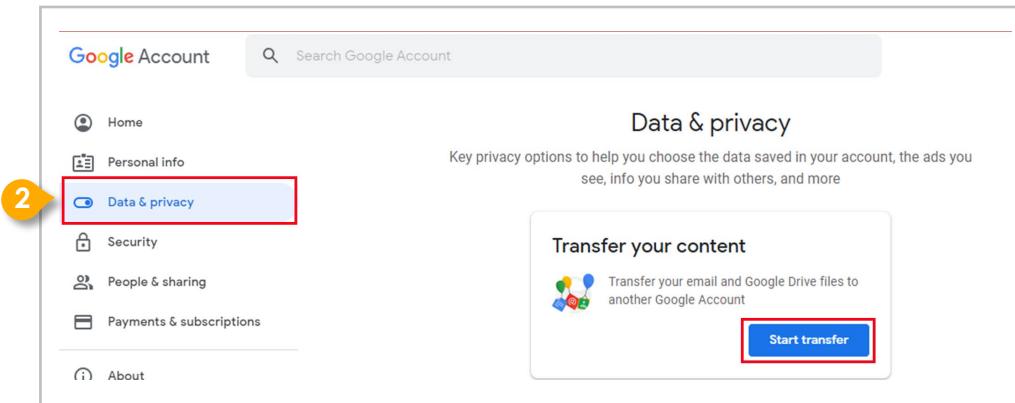
Safari web browser – 1 browser window for login to Student iCON account and 1 Private window for login to personal Gmail account. Refer to this [link](#) (for iPAD) and this [link](#) (for Mac) on how to browse in Private mode.

Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

Before logging in below, refer to **slide 4** for more information on the use of the various web browsers.

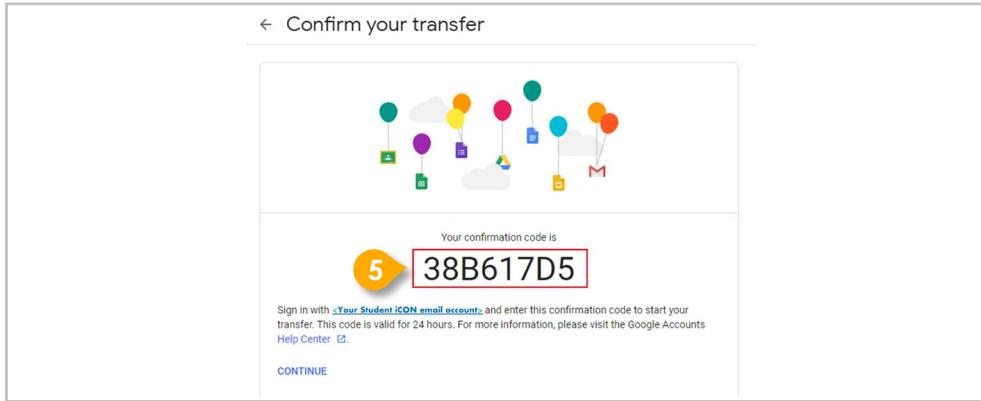
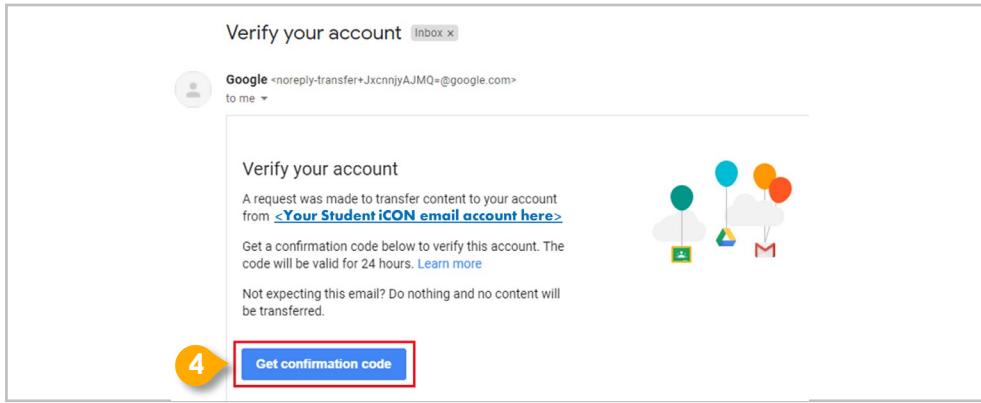
- 1 Login to Student iICON:
<http://myaccount.google.com/>
- 2 Under "Data & privacy", Click on "**Start transfer**" on the "Transfer your Content" widget
- 3 Enter your destination account to transfer your data.
→ Click "**SEND CODE**"



Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 4 Check your destination email account inbox. You will receive an email to Verify your account.
→ Click "**Get confirmation code**"
- 5 Copy the confirmation code generated.



Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 6 Return to Google Takeout.
→ Enter the code under “Verify your destination account”
→ Click “VERIFY”

← Transfer your content

✓ 1. Code sent to <[Your destination email account](#)>

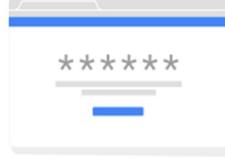
2. Verify your destination account

Check your <[Your destination email account](#)> email for a confirmation code and enter it here. It may take a few minutes for the email to appear in your inbox.
[Learn more](#)

Enter code
38B617D5

6

[VERIFY](#) [RESEND CODE](#)



Part 1 - Backup Student iCON data to your personal Gmail Account

Option A: Transfer your content (applicable to Gmail and Drive apps)

- 7 Once destination account has been successfully verified,
→ Click "**START TRANSFER**"

← Transfer your content

✓ 2. Account verified

3. Select content to copy and transfer

Choose the content you'd like to copy and transfer to the other account. People you've shared files with will still have access to the originals. [Learn more](#)



 <Your Student iICON email> →  <Your destination email>

Product	Details	
Drive	My Drive files, Files you own	<input checked="" type="checkbox"/>
Gmail	All mail	<input checked="" type="checkbox"/>

Copy and transfer to [Change](#)

 **START TRANSFER**

Part 1 - Backup Student iCON data to your personal Gmail Account

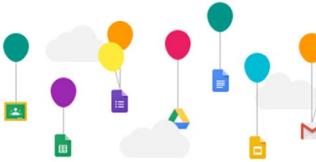
Option A: Transfer your content (applicable to Gmail and Drive apps)

8 All set!

You'll receive an email once the export is complete.

8

Transfer your content



✓ You're all set

Your copy and transfer to <[Your destination email](#)> is in progress. It may take up to a week for the transfer to complete. You'll receive an email when it's finished.

[VIEW HISTORY](#)

[BACK TO YOUR GOOGLE ACCOUNT](#)



Google <noreply-account-migration@google.com>
to me ▾

Your content has arrived!

The Google content transfer you started on Oct 15, 2021 is done.

[Spread the word](#)

...

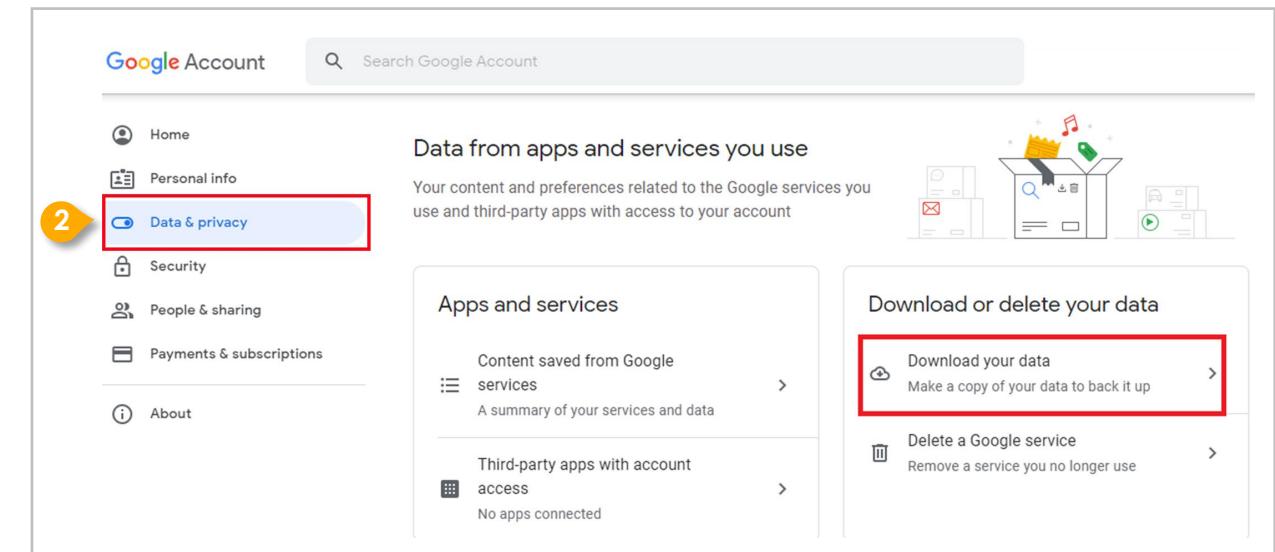
This message was sent to you because you recently used Google's
[Transfer your content](#) service. [Privacy Policy](#) | [Terms of Service](#)

Google

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "Download your data"



The screenshot shows the 'Google Account' interface. On the left, a sidebar lists options: Home, Personal info, Data & privacy (which is highlighted with a red box and a yellow arrow), Security, People & sharing, Payments & subscriptions, and About. The main content area has two sections: 'Data from apps and services you use' and 'Apps and services'. The 'Data from apps and services you use' section includes an illustration of a box with a crown and musical notes. The 'Apps and services' section lists 'Content saved from Google services' (with a summary of services and data) and 'Third-party apps with account access' (with a note that no apps are connected). On the right, there's a 'Download or delete your data' section with two options: 'Download your data' (highlighted with a red box) and 'Delete a Google service'.

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 3 Under "Select data to include"
→ Click "**Select all**"
→ Scroll down & Click "**Next step**"

The screenshot shows the Google Takeout interface with two stacked sections for selecting data to include.

Top Section: Step 1: Select data to include. 0 of 40 selected. Under "Products":

- Access Log Activity:** Collection of account activity logs. A red box highlights the "Select all" button.
- A note: Due to the size of content found in the Access Log Activity product, exports may take longer to process.
- Format options: Multiple formats (selected), All activity logs selected.

Bottom Section: Step 1: Select data to include. 40 of 40 selected. Under "Tasks":

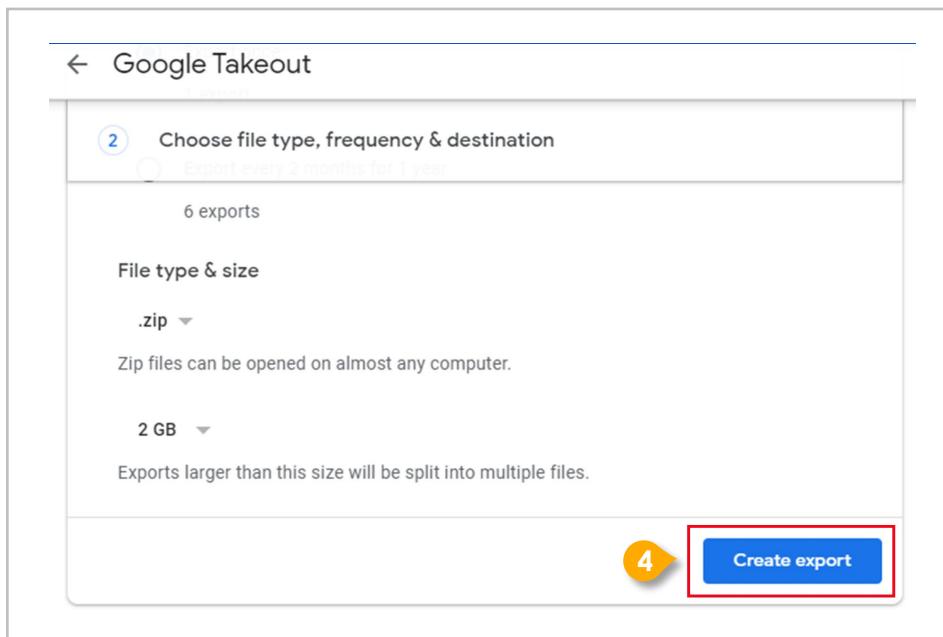
- Tasks:** Data for your open and completed tasks. More info. A checked checkbox is next to it.
- Format option: JSON format.

A red box highlights the "Next step" button at the bottom of the second section.

Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

- 4 Under “Choose file type, frequency & destination”
→ Click “Create export”

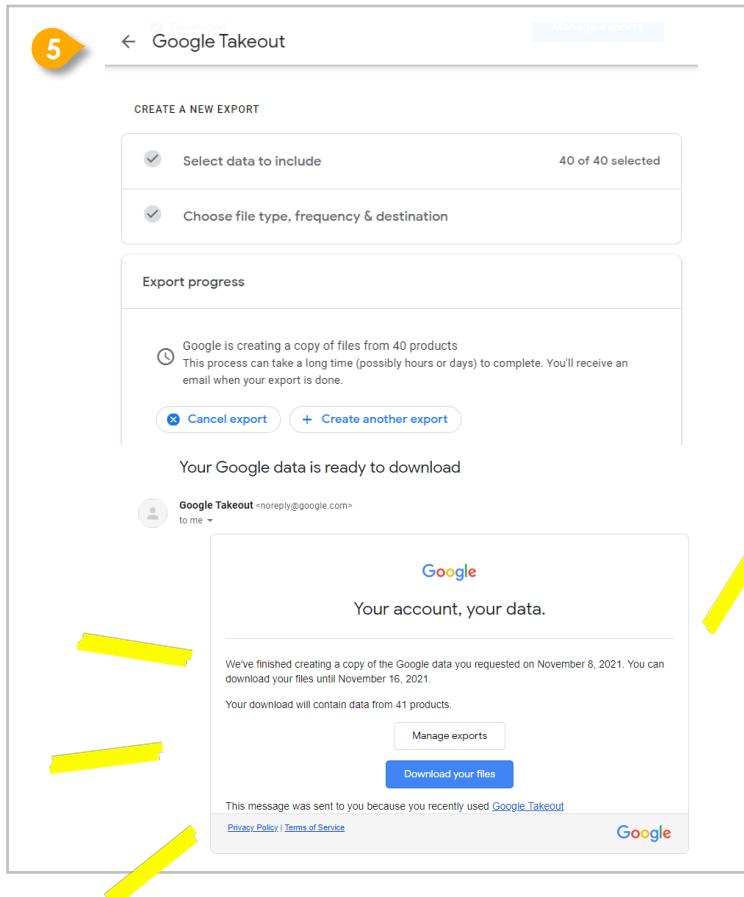


Part 1 - Backup Student iCON data to your personal Gmail Account

Option B: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.



Note to Students:

For more info on transferring your Student iCON data to personal Google account:

<https://support.google.com/accounts/answer/6386856>

For more info on how to download your Student iCON data:

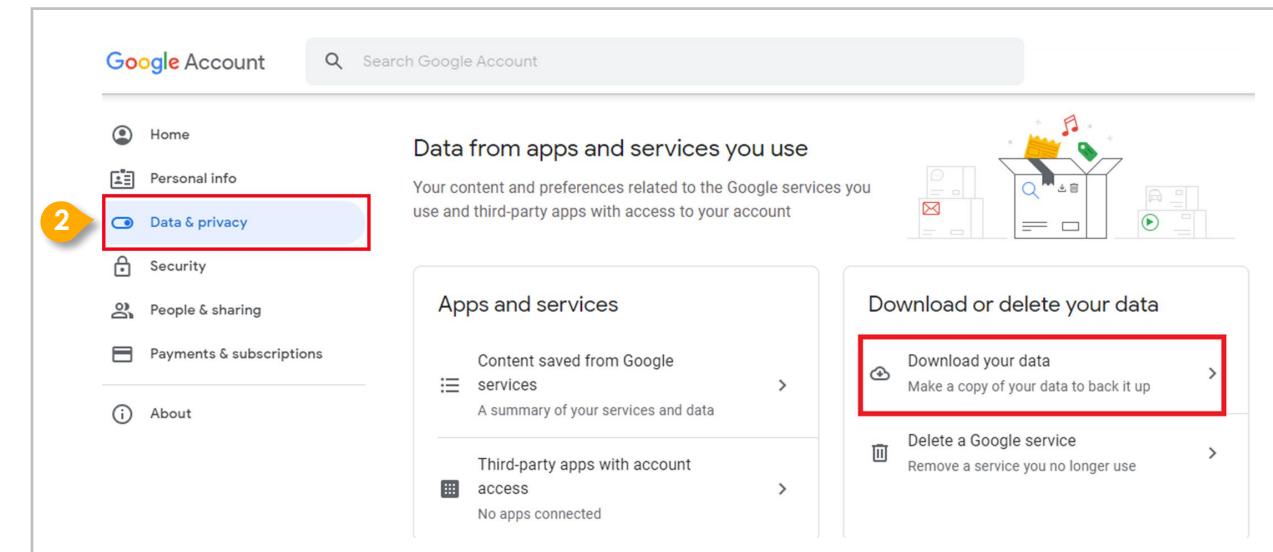
<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help. They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

- 1 Login to Student iCON:
<http://myaccount.google.com/>
- 2 Click "Data & Privacy" and scroll down.
→ Click "**Download your data**"



The screenshot shows the 'Google Account' interface under the 'Data & privacy' section. On the left, a sidebar lists options: Home, Personal info, Data & privacy (which is highlighted with a red box and a yellow arrow), Security, People & sharing, Payments & subscriptions, and About. The main content area is titled 'Data from apps and services you use' and includes sections for 'Apps and services' and 'Download or delete your data'. In the 'Download or delete your data' section, the 'Download your data' option is also highlighted with a red box.

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

- 3 Under "Select data to include"
→ Click "**Select all**"
→ Scroll down & Click "**Next step**"

The screenshot shows the Google Takeout interface for creating a new export. It consists of two stacked sections, each titled "Select data to include".

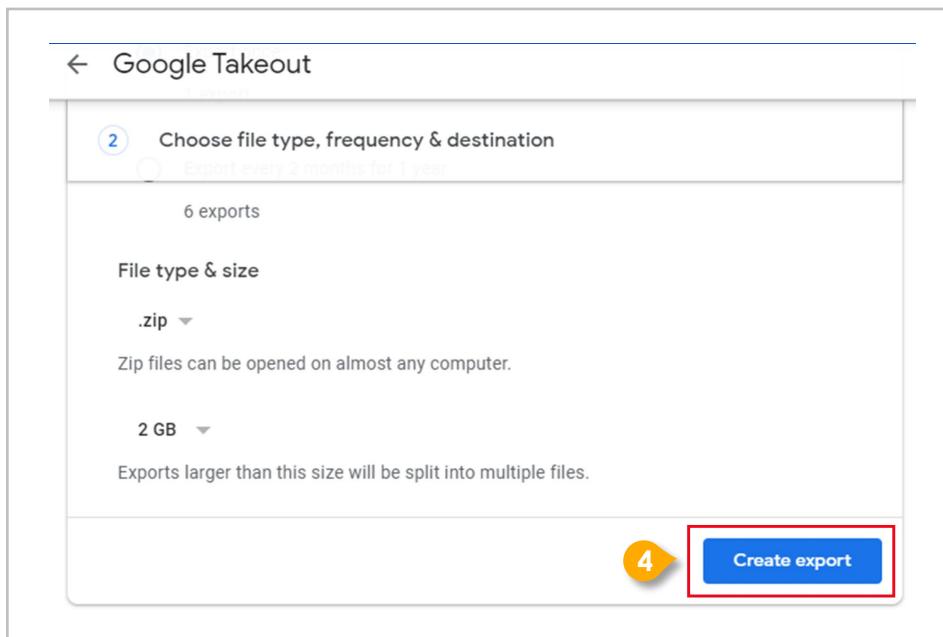
Top Section: This section is for "Products". It lists "Access Log Activity" and "Arts & Culture". The "Access Log Activity" item has a note: "Due to the size of content found in the Access Log Activity product, exports may take longer to process." Below the products are two buttons: "Multiple formats" and "All activity logs selected". To the right of the "Access Log Activity" item is a red box around the "Select all" button.

Bottom Section: This section is also titled "Select data to include" and shows "40 of 40 selected". It lists "Tasks" with a checked checkbox and "JSON format" below it. At the bottom right of this section is a red box around the "Next step" button.

Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

- 4 Under “Choose file type, frequency & destination”
→ Click “Create export”

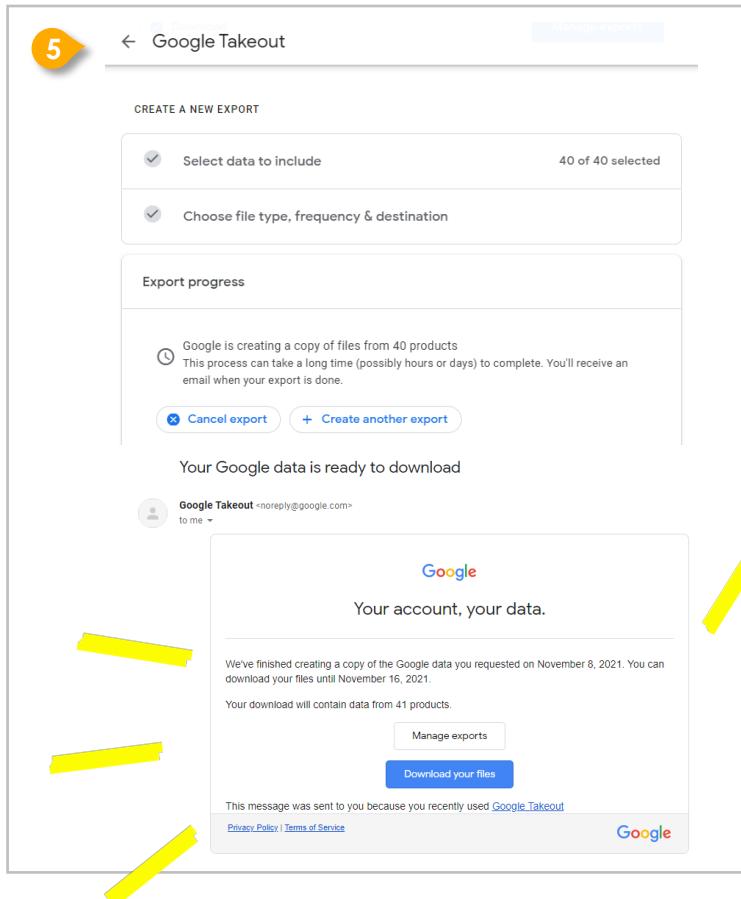


Part 2 - Backup Student iCON data without personal Gmail Account

Option A: Download your data (applicable to all Google apps)

5 All set!

You'll receive an email once the export is complete.



Note to Students:

For more info on how to download your Student iCON data:
<https://support.google.com/accounts/answer/3024190?hl=en>

If you encounter any issues, kindly approach your teachers for help.
They will log a case with the SSOE 2 Service Desk on your behalf, if necessary.