Accessing a Baylor Box account from Documents to Go

Once you have downloaded the most recent version of **Documents to Go**, open the app and click on the “**Cloud**” tab from the list on the left of the screen.

Click “**Add Account**” and select **Box**.

Enter your **Baylor email address** and leave the password **blank**.

Click **Authorize**.

The Baylor website will load inside Documents to Go.

Enter your **Bear_ID** (not full email address) and your password.

Click **submit**.

You should receive a message saying that verification succeeded.

The last step will be to **Grant access to Box**.

**Note**: Access to your Box account inside Documents to Go lasts for **14 days**. At that time you will be prompted to enter your password again.