

Creating a Google Account

Why create a Google account?

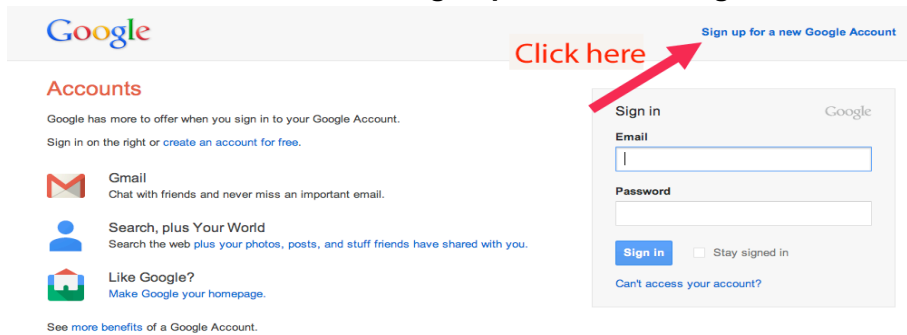
- You can create documents (word processing, presentations, & spreadsheets) online and access them from any computer with internet access.
- You don't need to email or carry a flash drive to transfer files from one computer to another, and the file version you access is *always* the latest version.
- You can share documents with classmates to work on group projects.
- You can share documents with your teacher and don't need to print.

How do you create an account?

1. Open a browser. Chrome and Firefox work well. Internet Explorer is *not* recommended.
2. Type google.com in the address line.
3. Click **Sign in** at the top right



4. You will see this screen. Click **Sign up for a new Google Account**:



5. Complete this form, then click **Next Step** to complete your account.

Name First <input type="text"/> Last <input type="text"/>	For more privacy, you don't need to use your full last name. You could enter just an initial.
Choose your username <input type="text"/> @gmail.com	
Create a password <input type="password"/>	Think of a password you can remember easily & write it down somewhere safe.
Confirm your password <input type="password"/>	
Birthdate Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	A mobile phone & other email is optional but will help you retrieve your account if you forget your password.
Gender I am... <input type="text"/>	
Mobile phone <input type="text"/>	
Other email address <input type="text"/>	Terms include that you are over 13, your parents allow you to have an online account, that you will be responsible & not post anything inappropriate, & that you are willing to have your documents on the Google servers.
Prove you're not a robot 	
Type the two pieces of text: <input type="text"/>	
Location United States <input type="text"/>	
<input type="checkbox"/> I agree to the Google Terms of Service and Privacy Policy	
<input checked="" type="checkbox"/> Google may use my account information to personalize +1s on content and ads on non-Google websites. About personalization.	
<input type="button" value="Next step"/>	

Congratulations! You are now ready to use Google Docs. Make a record somewhere safe of your account email and password in case you forget.