

# SMJUHSD

## Instructional Technology Services Department

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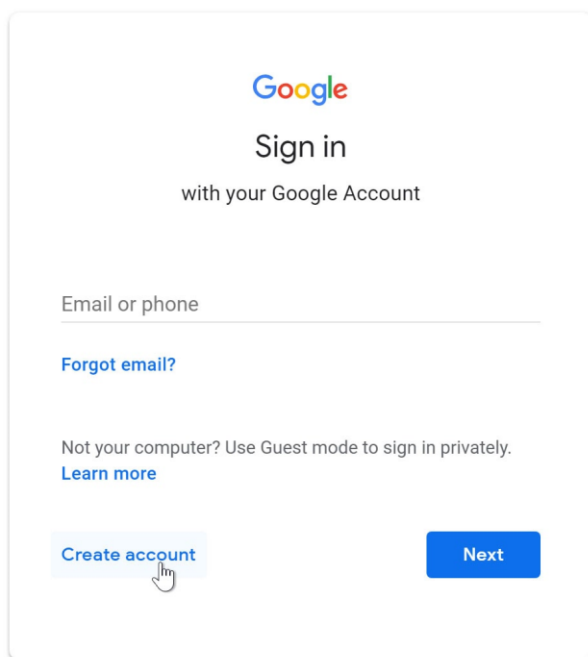
### Creating a Gmail Account

To complete online enrollment and the annual student registration process, and to access the parent portal in Aeries, parents are required to have an active email account.

Follow the instructions below to create a personal Gmail account.

**To create an account:**

1. Go to [www.gmail.com](http://www.gmail.com).
2. Click **Create account**.



3. The **sign-up** prompt will appear. Follow the steps on the screen to set up your account.  
\*\*It's important to choose a **strong password**. Choose a password that is difficult for someone else to guess. \*\*



## Create your Google Account

First name Last name

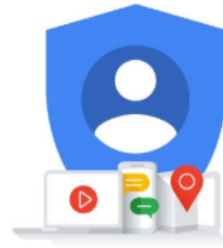
Username @gmail.com

You can use letters, numbers & periods

Available:

Password Confirm password

Use 8 or more characters with a mix of letters, numbers & symbols



One account. All of Google working for you.

[Sign in instead](#)

Next

- Next, you will see a form to enter some of your personal information, like your name, birthday, and gender.



, welcome to Google



Phone number (optional)



We'll use your number for account security. It won't be visible to others.

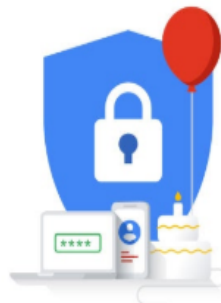
Recovery email address (optional)

We'll use it to keep your account secure

Month Day Year

Your birthday

Gender



Your personal info is private & safe

Why we ask for [this information](#)

[Back](#)

Next



- Next, enter your **phone number** to verify your account. Google uses a two-step verification process for your security.



## Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number

[Back](#) [Next](#)




Your personal info is private & safe

- You will receive a text message from Google with a **verification code**. Enter the **code** here to complete the account verification.



## Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*



Enter verification code

[Back](#) [Call instead](#) [Verify](#)



Your personal info is private & safe

- Review **Google's Terms of Service** and **Privacy Policy**, then click **I agree**.



## Privacy and Terms

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

### You're in control

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account ([myaccount.google.com](https://myaccount.google.com)).

[MORE OPTIONS](#) ▼

[Cancel](#)

[I agree](#)



You're in control of the data we collect & how it's used

8. Your account will be created.

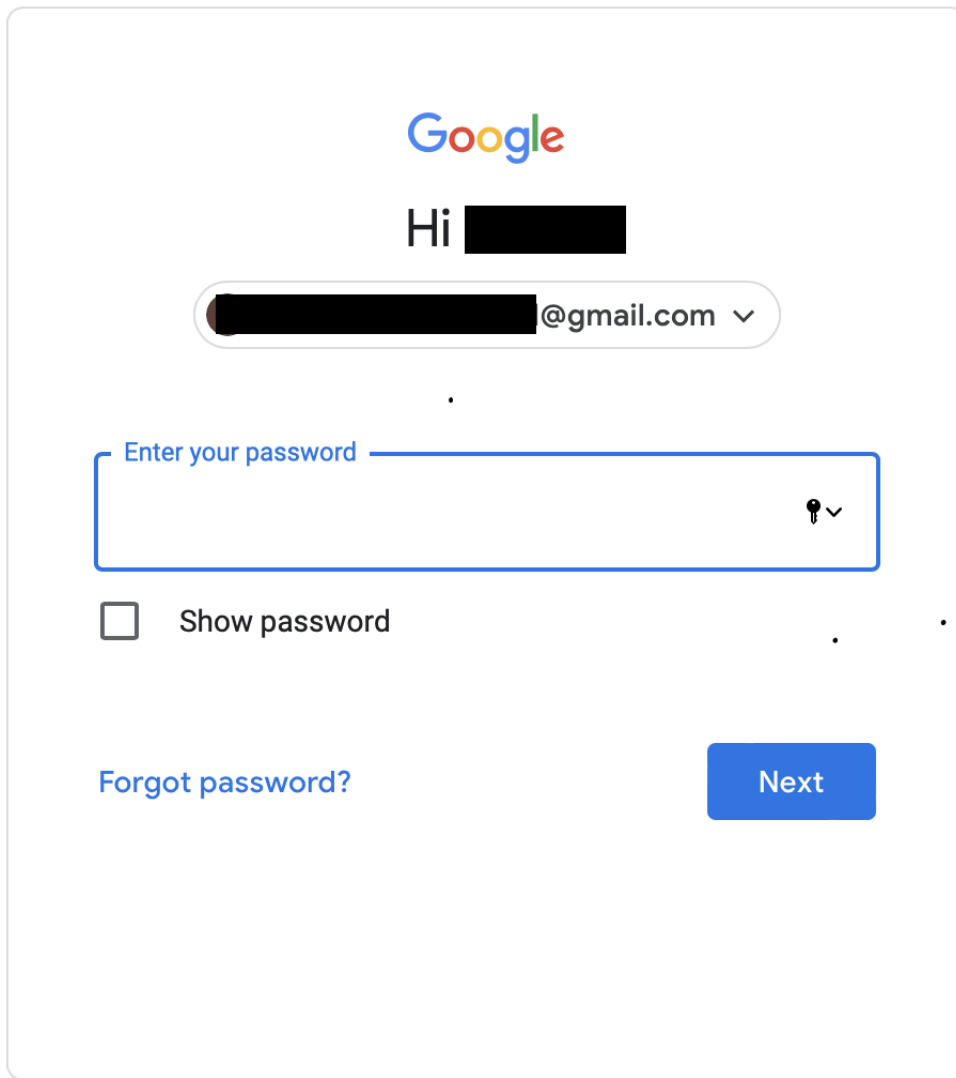
### Signing in to your account

When you first create your account, you will be automatically signed in. Most of the time, you will need to **sign in** to your account and **sign out** when you're done with it. Signing out is important especially when you are using a shared computer.

#### To sign in:

1. Go to [www.gmail.com](https://www.gmail.com).

Type your **user name** (your email address) and **password**, then click **Next**.



The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi" is followed by a blacked-out name. Underneath is a text box containing a blacked-out email address followed by "@gmail.com" and a dropdown arrow. Below this is a password input field with the placeholder text "Enter your password". To the right of the password field is a key icon and a checkmark. Below the password field is a checkbox labeled "Show password". At the bottom left is a link that says "Forgot password?". At the bottom right is a blue button labeled "Next".

**To sign out:**

In the top-right corner of the page, locate the circle that has your first initial (if you've already selected an avatar image, it will show the image instead). To sign out, click the circle and select **Sign out**.

