

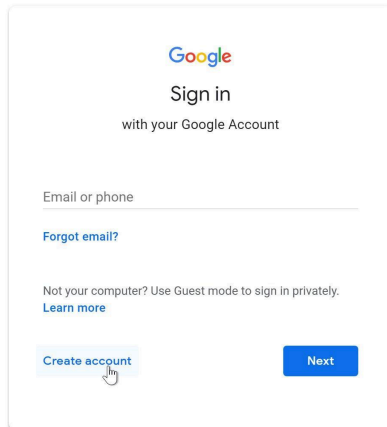
Creating a Gmail Account

To complete Online Enrollment and the annual Parent Data Confirmation, and to access the parent portal in Aeries, parents are required to have an active email account.

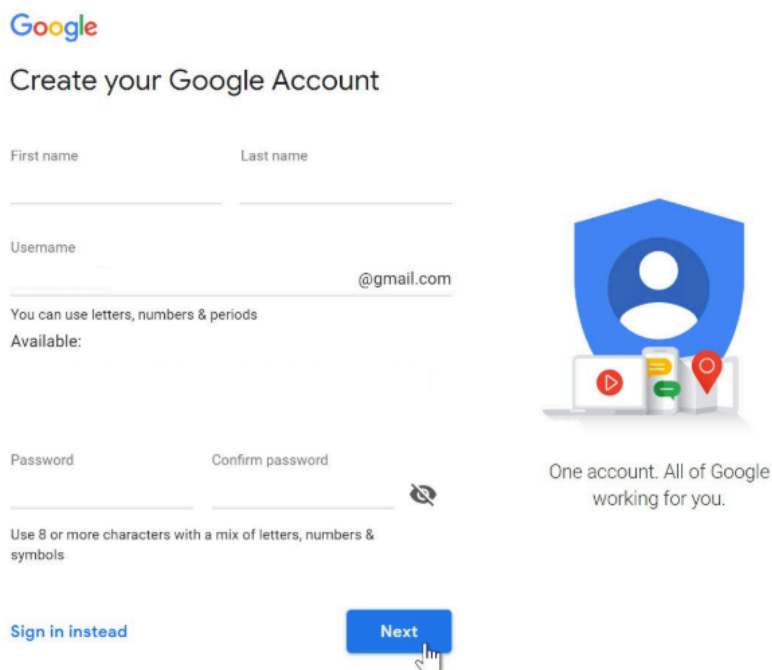
Follow the instructions below to create a personal Gmail account.

To create an account:

1. Go to **www.gmail.com**.
2. Click **Create account**.

A screenshot of the Google sign-in page. At the top is the Google logo, followed by the text "Sign in with your Google Account". Below this is a text input field labeled "Email or phone". Underneath the field is a blue link that says "Forgot email?". Further down, there is a line of text: "Not your computer? Use Guest mode to sign in privately." followed by a blue link "Learn more". At the bottom left is a light blue button labeled "Create account" with a mouse cursor hovering over it. At the bottom right is a blue button labeled "Next".


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. **

A screenshot of the "Create your Google Account" page. At the top is the Google logo, followed by the heading "Create your Google Account". Below the heading are two input fields: "First name" and "Last name". Underneath these is a "Username" input field, followed by "@gmail.com". Below the username field is the text "You can use letters, numbers & periods" and "Available:". Further down are two input fields: "Password" and "Confirm password", with a small eye icon to the right of the "Confirm password" field. Below the password fields is the text "Use 8 or more characters with a mix of letters, numbers & symbols". At the bottom left is a blue link "Sign in instead". At the bottom right is a blue button labeled "Next" with a mouse cursor hovering over it. To the right of the form is a graphic showing a blue shield with a white person icon, and below it are icons for YouTube, Google Drive, and Google Maps. Below the graphic is the text "One account. All of Google working for you."


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

Google

, 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

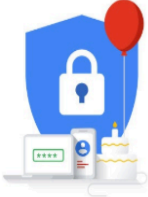
Month Day Year

Your birthday

Gender

Why we ask for [this information](#)

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



Your personal info is private & safe


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

Google

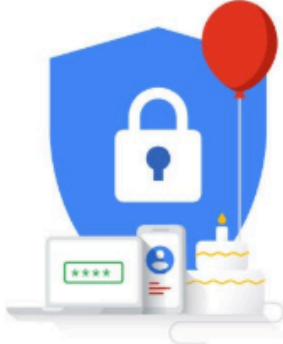
Verify your phone number

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

6. 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

7. 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).

[MORE OPTIONS](#) ▾

[Cancel](#)

[I agree](#)



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

8. Your account will be created.

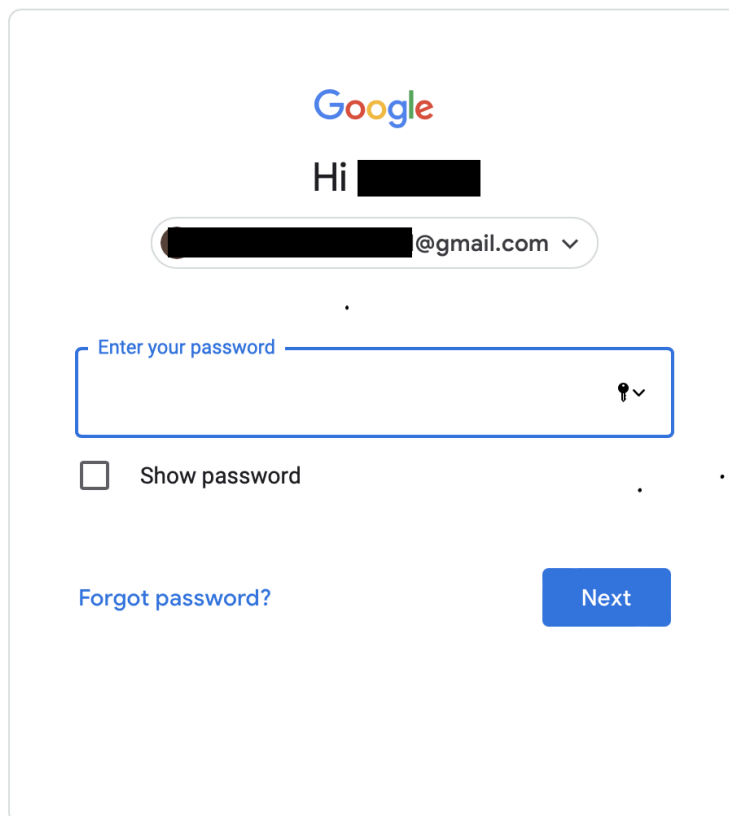
Signing in to your account

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**.

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

A screenshot of the Gmail sign-in interface. At the top is the Google logo. Below it, the text "Hi" is followed by a blacked-out name. Underneath is a text input field containing a blacked-out email address followed by "@gmail.com" and a dropdown arrow. Below the email field is a password input field with the placeholder text "Enter your password" and a key icon with a dropdown arrow. Under 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**.



