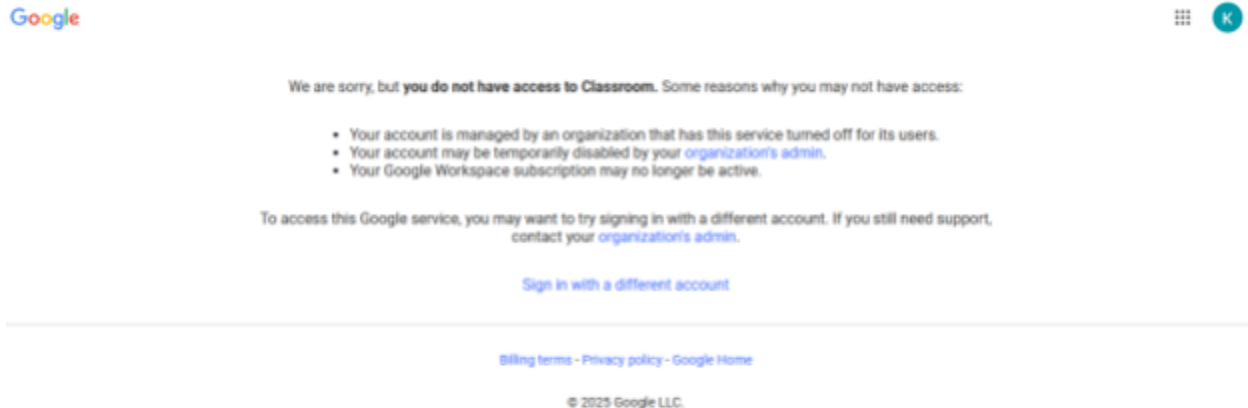
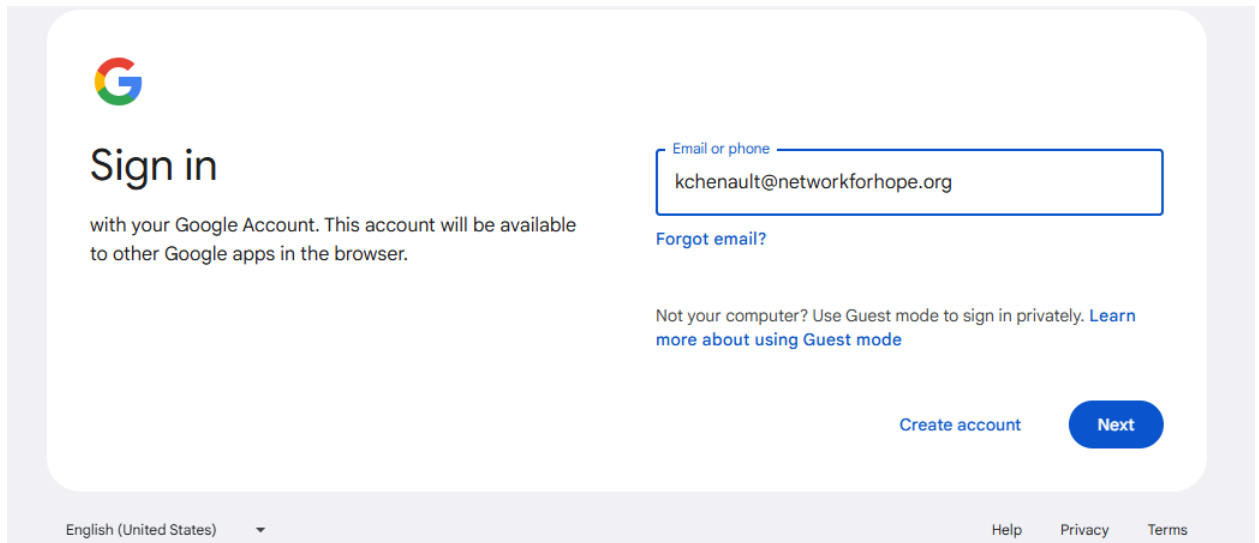


If you do not have a Google account, please follow these steps to go to our training.

1. Go to <https://classroom.google.com/c/NzU4NDQzMjl5NDY1?cjc=nrgm2v6>
 - a. Our class code is **nrgm2v6** if you need it.
2. You will most likely see a message like this, and that is okay.

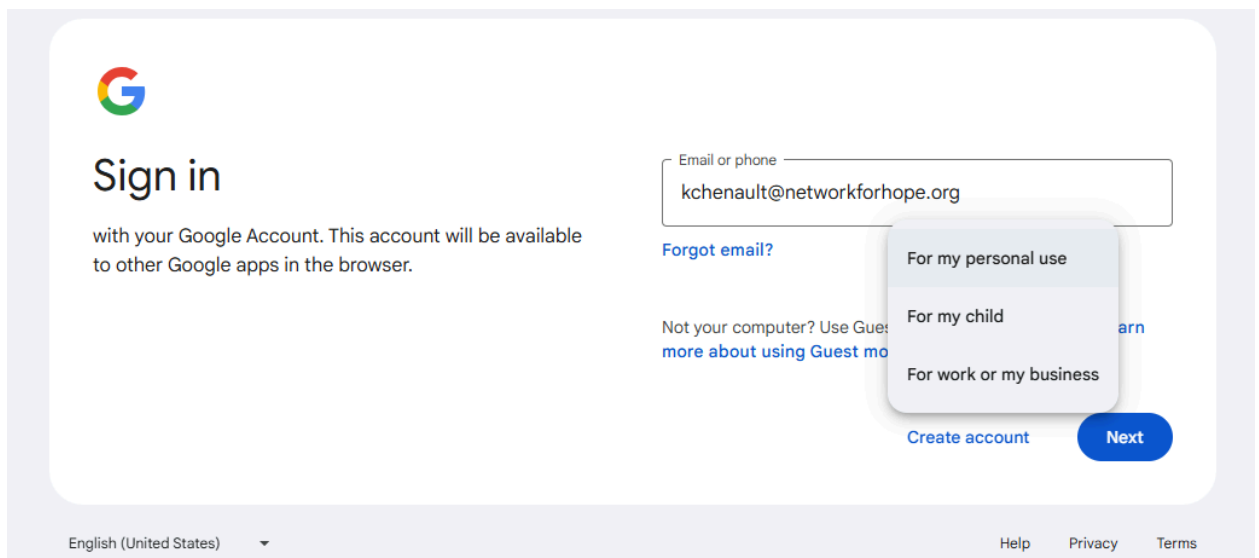


3. Click your initial in the top right corner, and select "Add Another Account". You might have to select "Use Another Account" on the next page.
4. Enter the non-gmail account that you would like to use as shown in the box and click on Create Account.



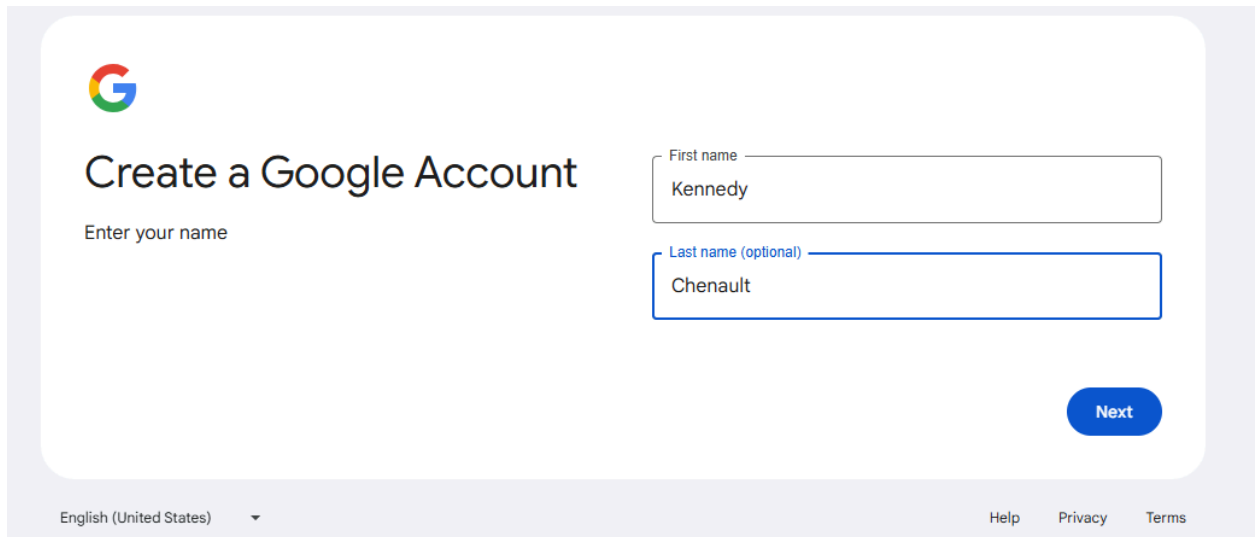
The image shows the Google Sign in page. On the left, there is a large 'G' logo and the text 'Sign in with your Google Account. This account will be available to other Google apps in the browser.' On the right, there is a text input field labeled 'Email or phone' containing the email address 'kchenault@networkforhope.org'. Below the input field is a link 'Forgot email?'. Further down, there is a line of text: 'Not your computer? Use Guest mode to sign in privately. [Learn more about using Guest mode](#)'. At the bottom right, there are two buttons: 'Create account' and 'Next'. The footer contains 'English (United States)' with a dropdown arrow, and links for 'Help', 'Privacy', and 'Terms'.

5. A drop down will appear. Choose "For my personal use". Click Next.



This image shows the same Google Sign in page as the previous one, but with an additional step. A dropdown menu is open over the 'Next' button. The dropdown contains three options: 'For my personal use', 'For my child', and 'For work or my business'. The 'Next' button is highlighted in blue. The rest of the page, including the logo, text, input field, and footer, remains the same.

6. Enter your First Name and Last Name





Create a Google Account

Enter your name

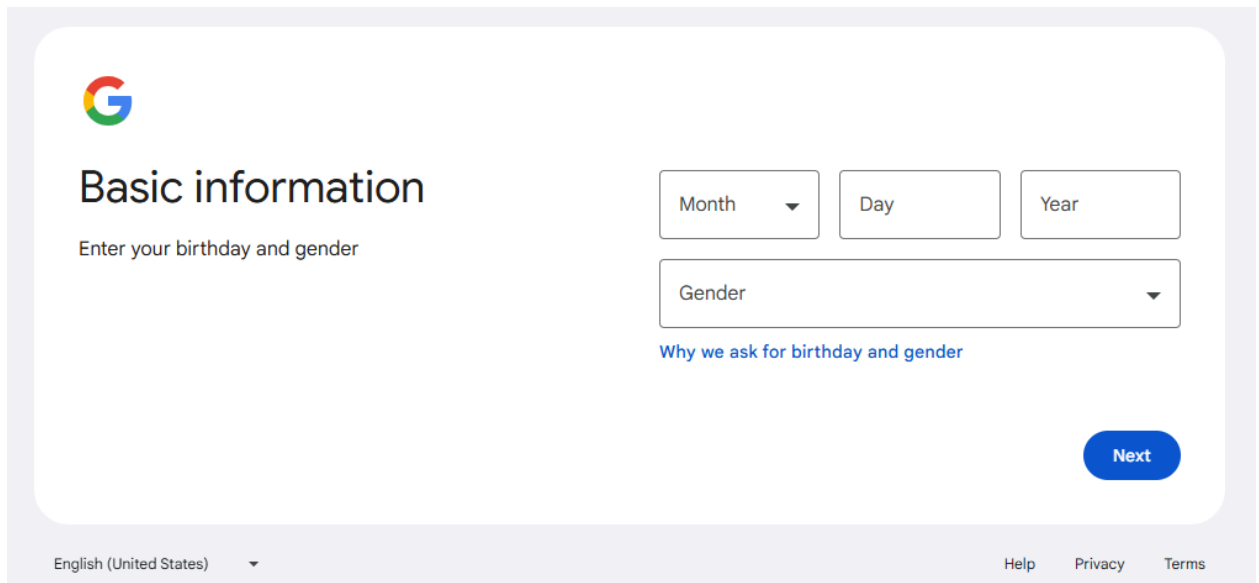
First name

Last name (optional)

[Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

7. Enter your birthday and gender. Click Next.





Basic information

Enter your birthday and gender

Month ▼ Day Year

Gender ▼

[Why we ask for birthday and gender](#)

[Next](#)

English (United States) ▼ [Help](#) [Privacy](#) [Terms](#)

8. Click on “Use my current email address instead”. This will remove the “@gmail.com” in the blank and allow you to enter your full already created-non-gmail email address.



Choose your Gmail address

Pick a Gmail address or create your own

☐ chenaultkennedy04@gmail.com

☐ kennedychenault74@gmail.com

☐ Create your own Gmail address

[Use your existing email](#)[Next](#)

9. Retype your email address.



Use your existing email

Enter the email address you want to use for your Google Account

Email address

You'll need to confirm that this email belongs to you

[Get a Gmail address instead](#)

[Next](#)

10. Verify your email. Google will send you a code to your email.



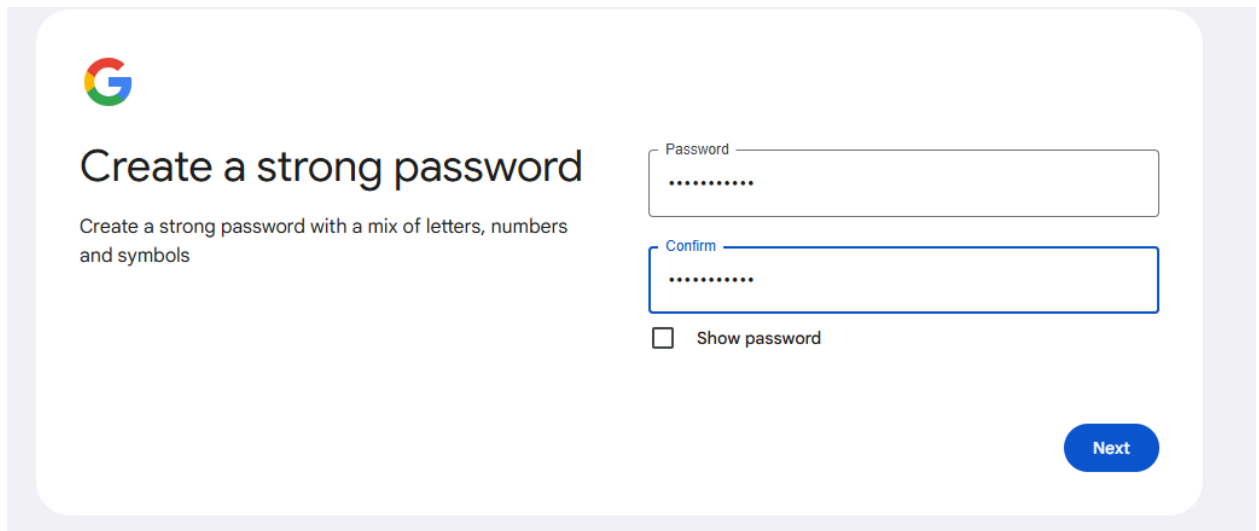
Verify your email address

Enter the code we sent to kchenault@networkforhope.org. Check your spam folder if you don't see an email.

Enter code

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

11. Enter a Password and Confirm. This password should not match the current password for your email address and should be entirely new for security reasons. Click Next.





Create a strong password

Create a strong password with a mix of letters, numbers and symbols

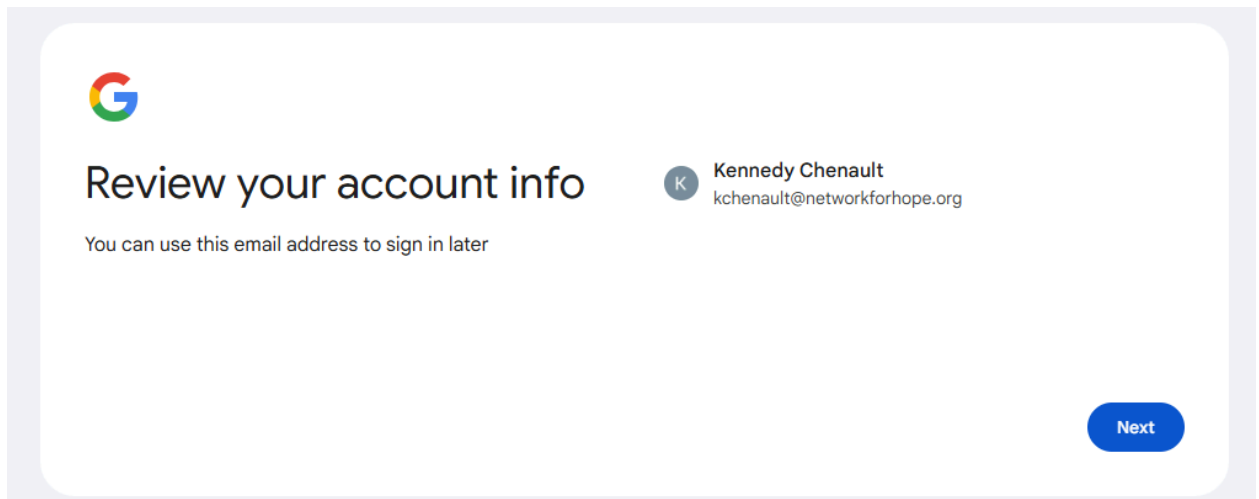
Password

Confirm

☐ Show password

Next

12. Review your account info.





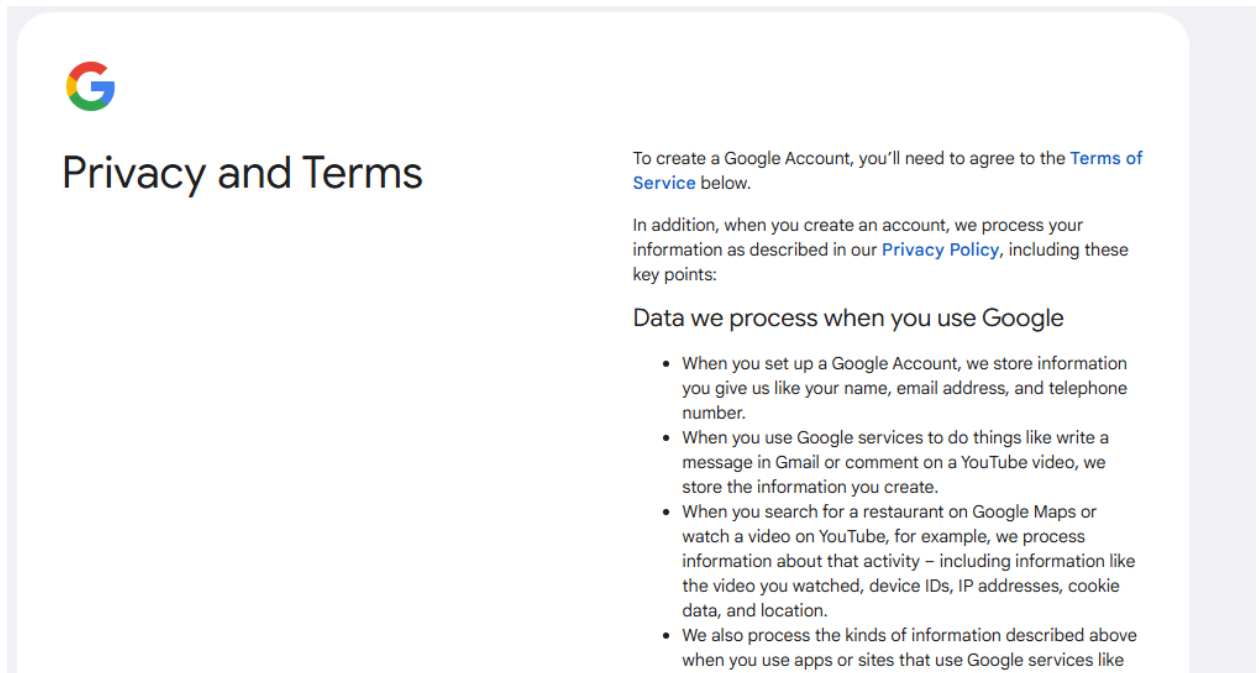
Review your account info

You can use this email address to sign in later

 Kennedy Chenault
kchenault@networkforhope.org

Next

13. Agree to the policy and terms.



The screenshot shows the Google 'Privacy and Terms' page. On the left, there is a large 'G' logo and the title 'Privacy and Terms'. On the right, there is text explaining that to create a Google Account, users must agree to the 'Terms of Service' and 'Privacy Policy'. Below this, a section titled 'Data we process when you use Google' lists several bullet points: storing account information (name, email, phone), storing data from services like Gmail and YouTube, processing data from Google Maps and YouTube, and processing data from apps and sites that use Google services.



Privacy and Terms

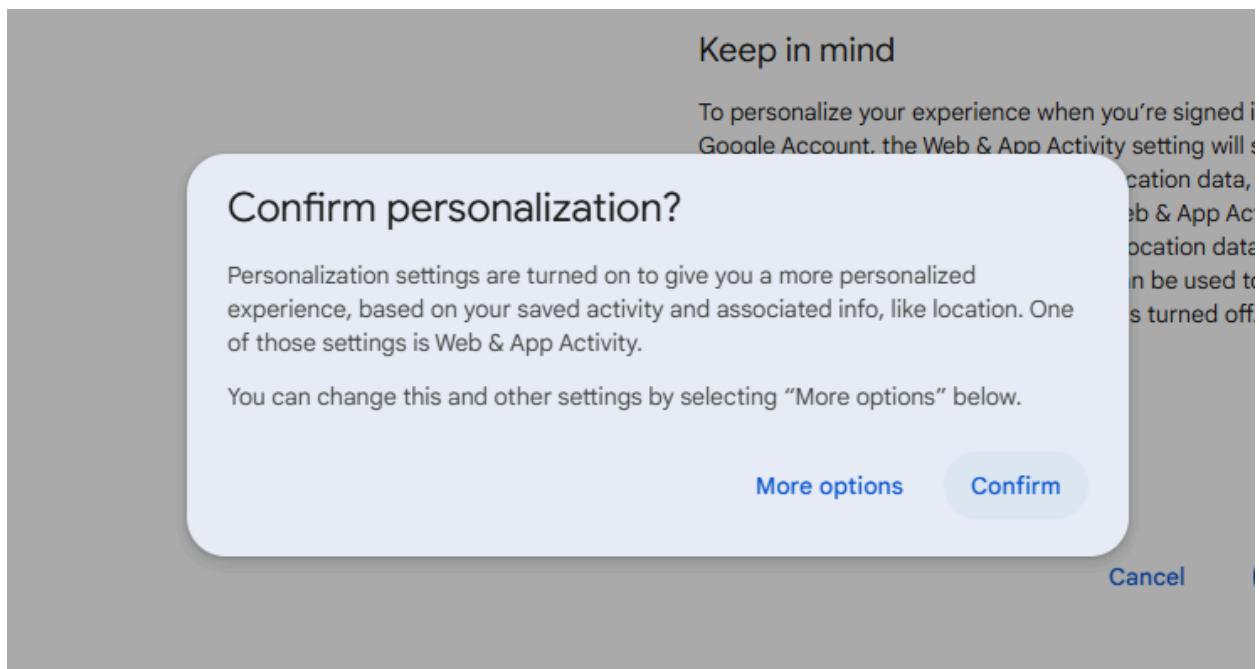
To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

Data we process when you use Google

- When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.
- We also process the kinds of information described above when you use apps or sites that use Google services like

14. Confirm Personalization.



The screenshot shows a 'Confirm personalization?' dialog box. The dialog box has a title 'Confirm personalization?' and two paragraphs of text. The first paragraph explains that personalization settings are turned on to provide a more personalized experience based on saved activity and associated info like location, with Web & App Activity as an example. The second paragraph states that users can change these settings by selecting 'More options' below. At the bottom right of the dialog box, there are two buttons: 'More options' and 'Confirm'. In the background, partially visible, is a 'Keep in mind' section with text about personalization settings and a 'Cancel' button.

Keep in mind

To personalize your experience when you're signed in to your Google Account, the Web & App Activity setting will store information about your activity, including location data, and use it to personalize your experience. Web & App Activity can be used to show you more relevant ads and search results. If you turn off Web & App Activity, your experience will be less personalized.

Confirm personalization?

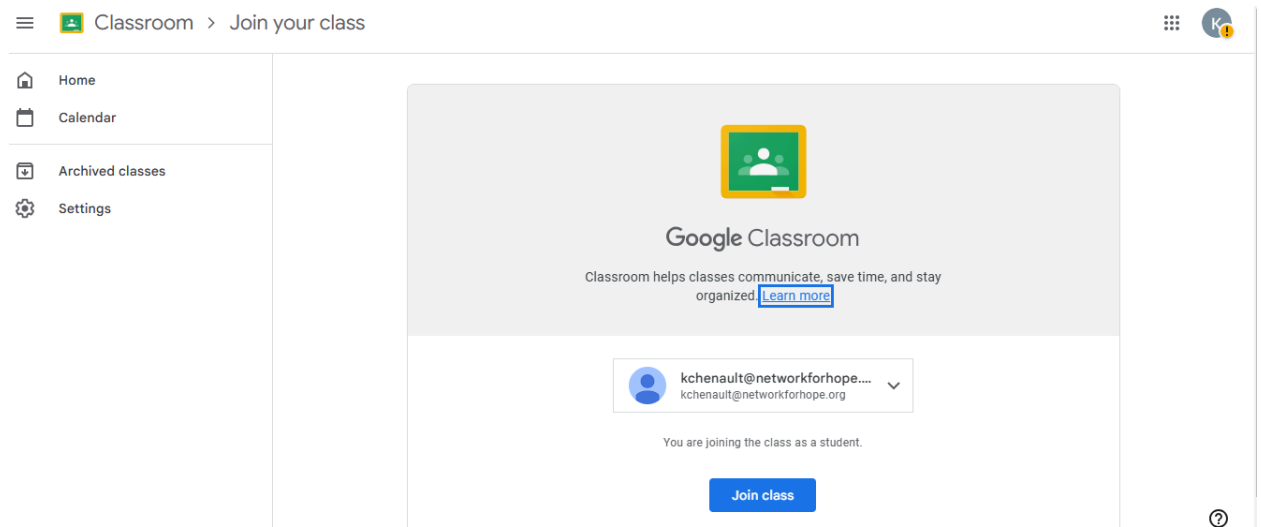
Personalization settings are turned on to give you a more personalized experience, based on your saved activity and associated info, like location. One of those settings is Web & App Activity.

You can change this and other settings by selecting "More options" below.

[More options](#) [Confirm](#)

[Cancel](#)

15. Join Google Classroom.



**And then you did it! If you run into any issues, please contact
Stephanie Grooms or Kennedy Chenault.**