



How To Create an Account


Google docs offers free access to word processing, spread sheets, presentations and much more. In order to use this service, it is necessary to create a Google Account. **If you have a Gmail account you already have access to Google docs**, and you can sign in with your existing email address (example@gmail.com) and password. Sign into Google docs at docs.google.com

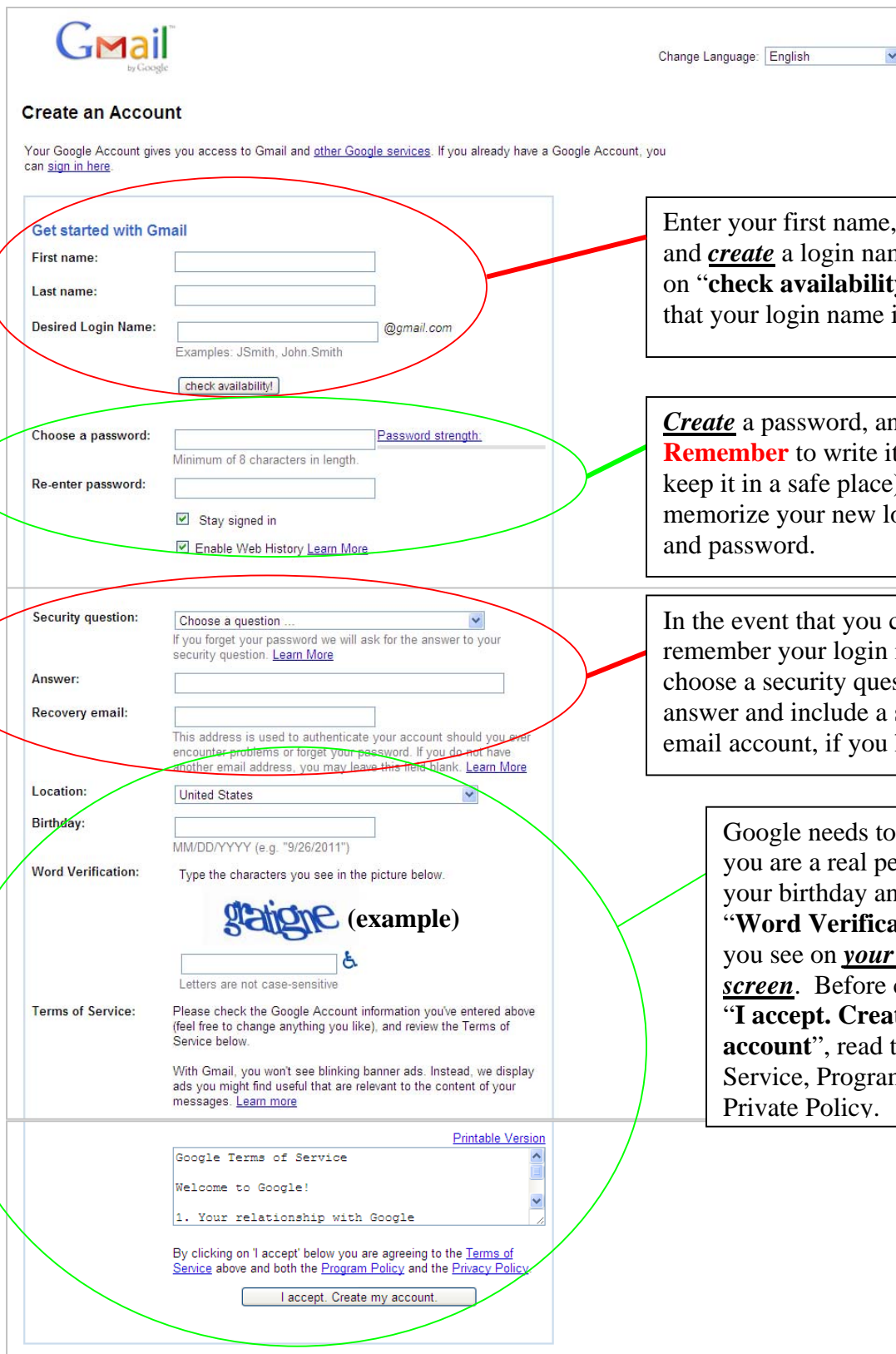
To create a new account, click on the *Sign up for a new Google Account* link.

You have the option to create a Gmail account,

OR

use an existing email address. Once you have made your selection follow the on screen directions.

To “Create an Account” with Gmail, click on the  icon. The “Create an Account” window will open.



The screenshot shows the Gmail 'Create an Account' page. A red circle highlights the 'Get started with Gmail' section, which includes fields for 'First name', 'Last name', and 'Desired Login Name' (with a 'check availability!' button). A green circle highlights the 'Choose a password' and 'Re-enter password' fields, along with checkboxes for 'Stay signed in' and 'Enable Web History'. Another red circle highlights the 'Security question' and 'Answer' fields. A third green circle highlights the 'Word Verification' section, which shows a distorted image of the word 'gaigne' and a text input field. At the bottom, there is a 'Terms of Service' section with a 'Printable Version' link and an 'I accept. Create my account.' button.

Enter your first name, last name, and **create** a login name. Click on “**check availability**” to verify that your login name is available.

Create a password, and reenter it. **Remember** to write it down (and keep it in a safe place) or memorize your new login address and password.

In the event that you cannot remember your login information, choose a security question and answer and include a secondary email account, if you have one.

Google needs to verify that you are a real person, enter your birthday and the “**Word Verification**” that you see on your computer screen. Before clicking on “**I accept. Create my account**”, read the Terms of Service, Program and Private Policy.

If you already have an email account you can use it to access Google Docs.

The screenshot shows the Google Accounts creation interface. A red oval highlights the 'Required information for Google account' section, which includes fields for 'Your current email address', 'Choose a password', and 'Re-enter password'. A green oval highlights the 'Location', 'Birthday', 'Word Verification', and 'Terms of Service' sections. A red line connects the red oval to a text box on the right, and a green line connects the green oval to another text box on the right.

Google accounts

Create an Account

If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

Stay signed in

Enable Web History [Learn More](#)

Location:

Birthday:
MM/DD/YYYY (e.g. "9/26/2011")

Word Verification: Type the characters you see in the picture below.

 (example)

&

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service

Welcome to Google!

1. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

Enter the email address that you would like to use, and create a password for Google Accounts, re-enter your password to confirm.

Google needs to verify that you are a real person, enter your birthday and the “**Word Verification**” that you see on your computer screen. Before clicking on “**I accept. Create my account**”, read the Terms of Service, Program and Private Policy.