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](http://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 **Gmail** icon. The “Create an Account” window will open.

### Get started with Gmail

<table>
<thead>
<tr>
<th>First name:</th>
<th>Last name:</th>
<th>Desired Login Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>@gmail.com</td>
</tr>
</tbody>
</table>

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

### Choose a password

- Minimum of 8 characters in length.
- Re-enter password:
  - Stay signed in
  - Enable Web History

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.

### Security question

Select a question and answer:

- **Question:** Choose a question
  - If you forget your password we will ask for the answer to your security question. **Learn More**
- **Answer:**
- **Recovery email:**
  - This address is used to authenticate your account should you ever need to recover your password. If you do not have another email address, you may leave this field blank. **Learn More**

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.

### Location and Birthday

- **Location:** United States
- **Birthday:** MM/DD/YYYY

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.

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.