



# CREATING A PARENT GMAIL EMAIL ACCOUNT

This document will assist parents with creating a GMAIL email account to be used with online registration and the parent portal.

Access the site: <https://accounts.google.com/SignUp>

**Step One:** Fill out the requested information to create your new Gmail account and tap on **next step**.

Create your Google Account

One account is all you need  
One free account gets you into everything Google.

Take it all with you  
Switch between devices, and pick up wherever you left off.

Name  
First Last

Choose your username  
@gmail.com  
[I prefer to use my current email address](#)

Create a password

Confirm your password

Birthday  
Month Day Year

Gender  
I am...

Mobile phone  
-

Your current email address

Location  
United States

[Next step](#)

[Learn more about why we ask for this information.](#)

**Step Two:** Google needs to verify your account to be sure it is not someone else setting up the account in your name. Using the phone number you provided they will text you/ or send a voice call with a six digit verification code.

Tap **Continue** to begin the verification process.

**Verify your account**

You're almost done! We just need to verify your account before you can start using it.

**Phone number** ex: (201) 555-0123

(816) 714-0224

Standard text messaging rates may apply.

**How should we send you codes?**

Text message (SMS)

Voice Call

**Continue**

**Step Three:** Enter the verification code you received on the next screen.

**Verify your account**

Enter verification code

Continue

Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, try again.

**Step Three:** Your Gmail account has been created; select **Continue** to begin using your account.

