

How to create a Google account

User Guide

23 May 2023 V1.0





Create a Google account

These instructions are for schools that do not have a Google account.

1. To create the Google account, click Create account and then click Next.

Google Sign in Continue to Forms	
Email or phone Forgot email? Not your computer? use Guest mode to sign in privately. Learn more Create account Next	
English (United Kingdom) 👻 Help Privacy Terms	

2. Enter your First name, Last name, Username and then a Password.

Your Username must be created as shown here:

your provider code (must be 4-digits, zero-padded) nzqa.online@gmail.com

e.g. 0999nzqa.online@gmail.com.

Click Next once all the details are entered.

Google Create your Google Account
Fist name Last name ABC High School Username 0999nzqa.online
You can be experied as belied as bel
Sign in instead Next

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3. Enter your:

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- Mobile phone number
- Recovery email address
- Birthday and Gender (NZQA will not have access to this information).
- 4. Click *Next* once all the details are entered.

Google	
ABC, welcome to Google	
(2) 0999nzqa.online@gmail.com	
Phone number (optional) 0211234567	
We'll use your number for account security. It won't be visible to others.	
Recovery email address (optional) pn@abchigh.school.nz	
We'll use it to keep your account secure	
Month - Day Year	
Your birthday Gender	
Why we ask for this information	
Back	

5. Verify your phone number and click Send (if required).

Google
Verify your phone number
To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply Back Not nov Send

6. Enter the 6-digit verification sent to your mobile and then click Verify (if required).

Google 🗟
Verify your phone number
To make sure this number is yours, Google will send you a text message with a 6-digit verification code. Standard rates apply 201123 4567 C- 996097
Back Call instead Verify

- 7. Click Skip for the option to add your number (if required).
- 8. Read the Privacy and Terms and click I agree.

Goog	le	Google
Get n	nore from∦our number	Privacy and Terms
If you like for use ac	e, you can add your phone number to your account cross Google services. Learn more	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
For example	mple, your number will be used to	these key points:
CI R	Receive video calls & messages	Data we process when you use Google
G M	Make Google services, including ads, more relevant o you	 When you set up a Google Account, we store information you give us like your name, email address, and telephone number.
More opt	tions	MORE OPTIONS 🗸
Back	Skip Yes, I'm in	Cancel I agree

The Google form should now be available to enter the required details. All fields are mandatory.

- 9. Click Add File and upload the ākonga submissions from your kura local drive.
- 10. Check the ākonga details are correct.
- 11. Click the Submit button.

Digital Submissions	Candidate name (surname, first name) *
Please use this form to record your candidate's details and to upload files The name and photo associated with your Google Account will be recorded when you upload files and submit this form. Not nzqasubsub.dev@gmail.com ? <u>Switch.account</u> *Required	Franklin, Janice
Email address *	Candidate NSN * 345678912
School name *	Standard number * Choose
123 ABC High School MOE ID / School provider ID *	Upload candidate material *
0000	Submit

Once submitted, a receipt of the submission will be sent to the email address provided on the Google form.