

How to create a Google account User Guide

11 August 2022 V1.0



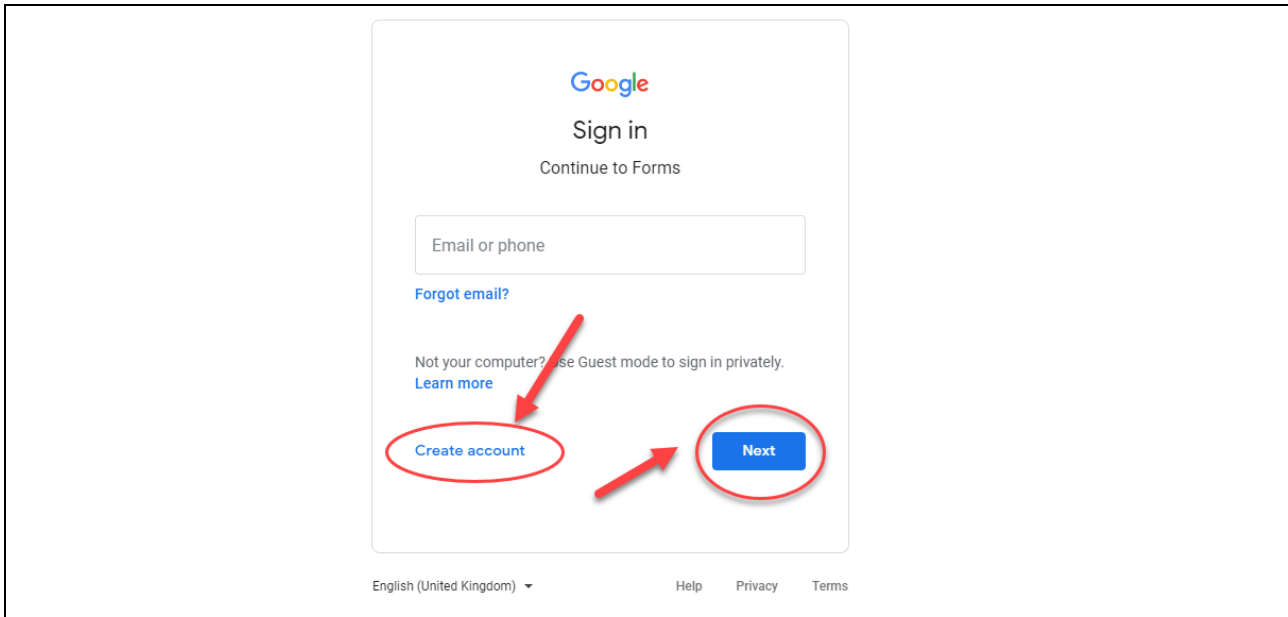
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Create a Google account

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*.



The screenshot shows the Google Sign in page. At the top, it says "Google Sign in Continue to Forms". Below this is a text input field for "Email or phone". There are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately.", and "Learn more". At the bottom left, there is a "Create account" button, and at the bottom right, there is a "Next" button. Both buttons are circled in red. A red arrow points from the "Create account" button towards the "Next" button. At the bottom of the page, there is a language dropdown set to "English (United Kingdom)", and links for "Help", "Privacy", and "Terms".

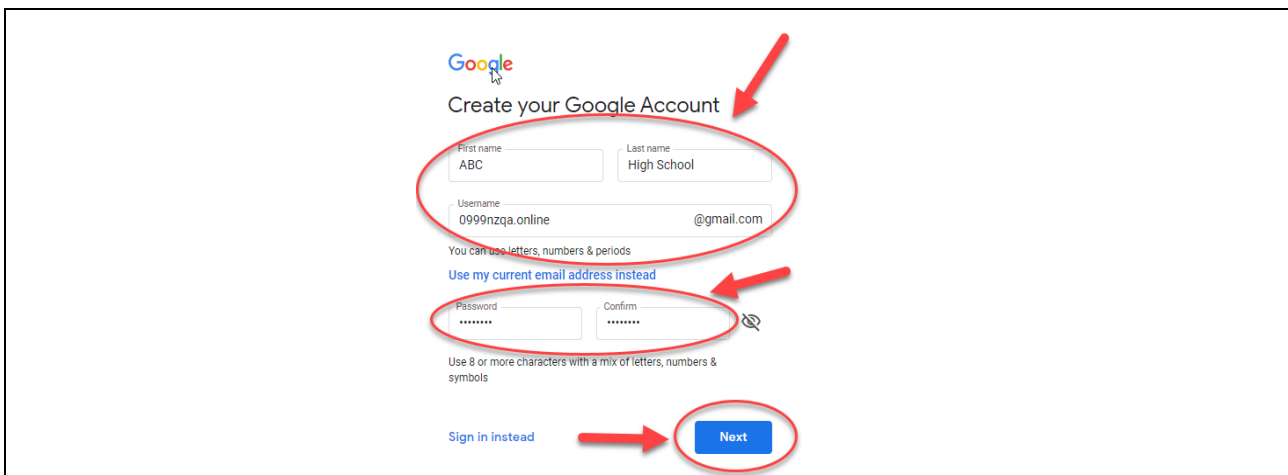
2. Enter your *First name*, *Last name*, *Username* and then a *Password*.

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.



The screenshot shows the "Create your Google Account" page. At the top, it says "Google Create your Google Account". Below this are several input fields: "First name" (containing "ABC"), "Last name" (containing "High School"), "Username" (containing "0999nzqa.online" and "@gmail.com"), "Password" (containing "*****"), and "Confirm" (containing "*****"). There is a link "Use my current email address instead" and a "Sign in instead" link. A "Next" button is at the bottom right. Red circles and arrows highlight the "Create your Google Account" title, the "First name" and "Last name" fields, the "Username" field, the "Password" and "Confirm" fields, and the "Next" button.

3. Enter your:

- *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

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](#)

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

Google

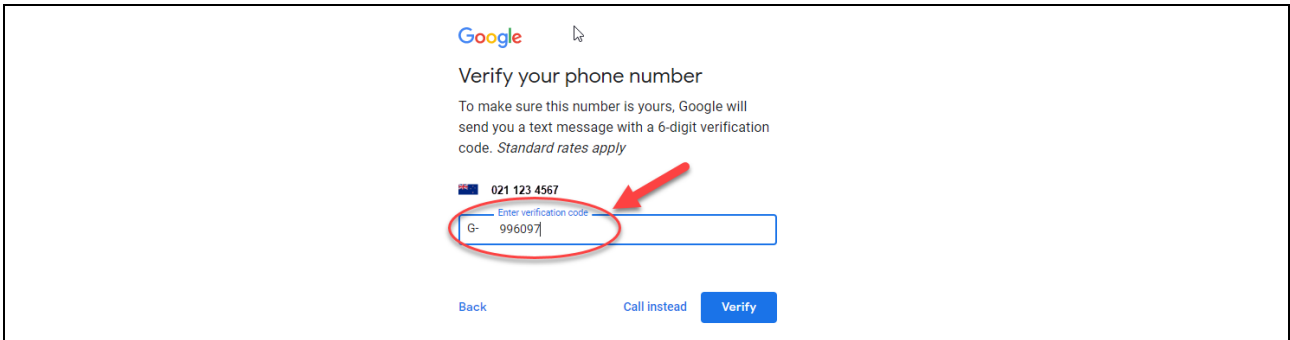
Verify your phone number

To make sure this number is yours, Google will send you a text message with a 6-digit verification code. *Standard rates apply*

021 123 4567

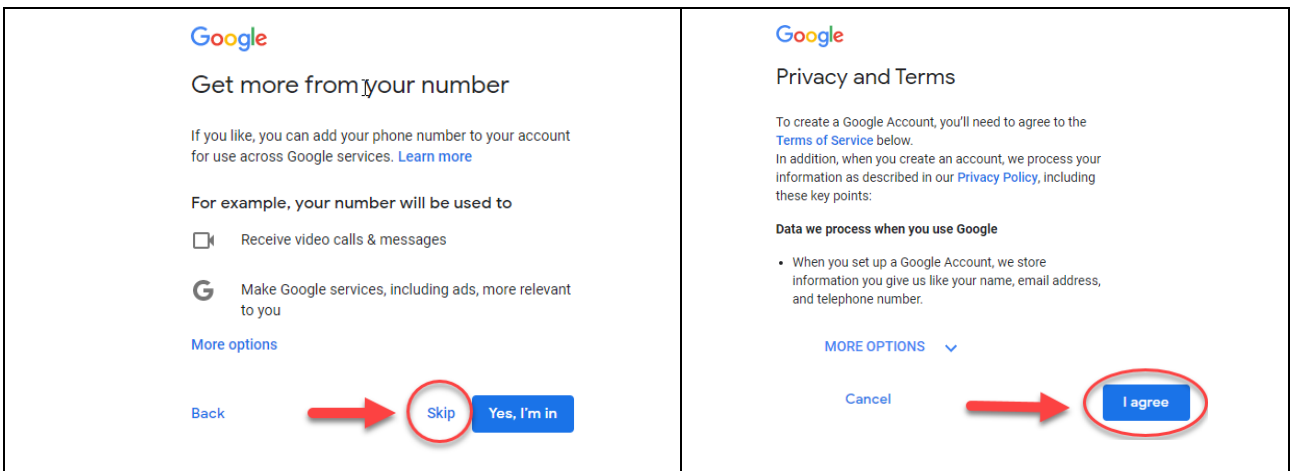
[Back](#) [Send](#)

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



7. Click *Skip* for the option to add your number (if required).

8. Read the *Privacy and Terms* and click *I agree*.

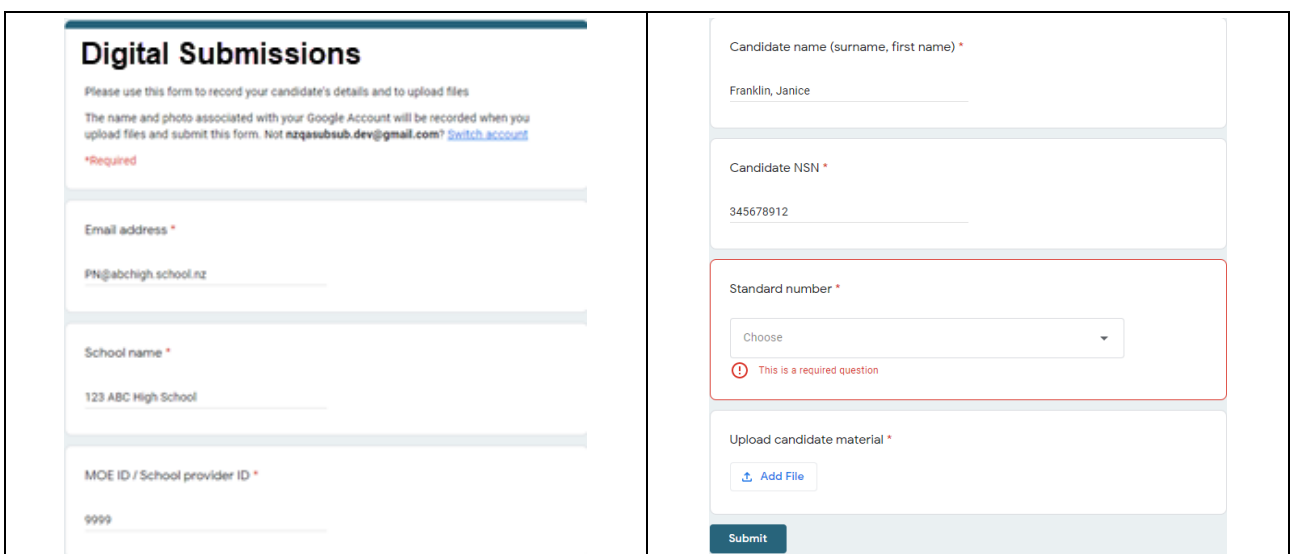


The Google form should now be available to enter the required details. All fields are mandatory.

9. Click *Add File* and upload the ākongā submissions from your kura local drive.

10. Check the ākongā details are correct.

11. Click the *Submit* button.



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