



# How to create a Google account

## User Guide

23 May 2023 V1.0

# NZQA

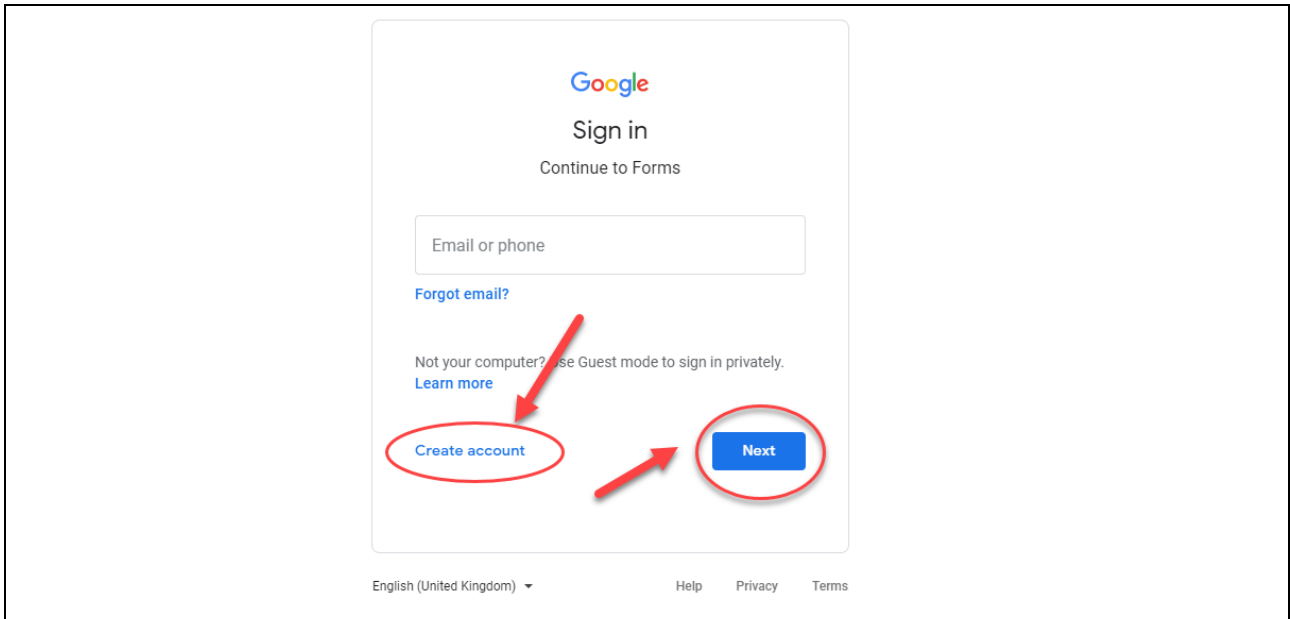
Mana Tohu Mātauranga o Aotearoa  
New Zealand Qualifications Authority



## 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*.



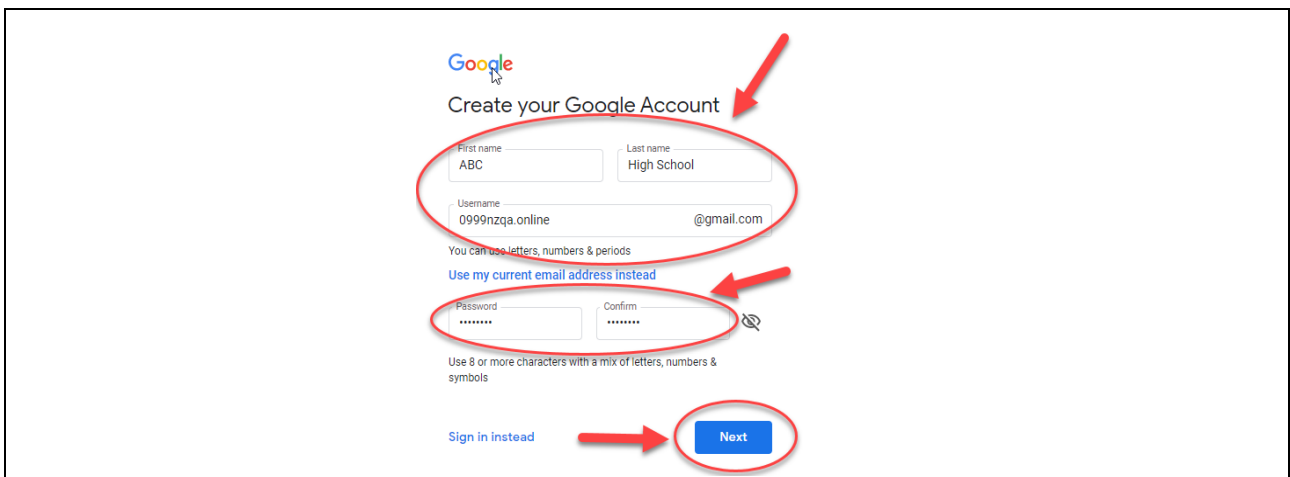
2. Enter your *First name*, *Last name*, *Username* and then a *Password*.

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.



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).

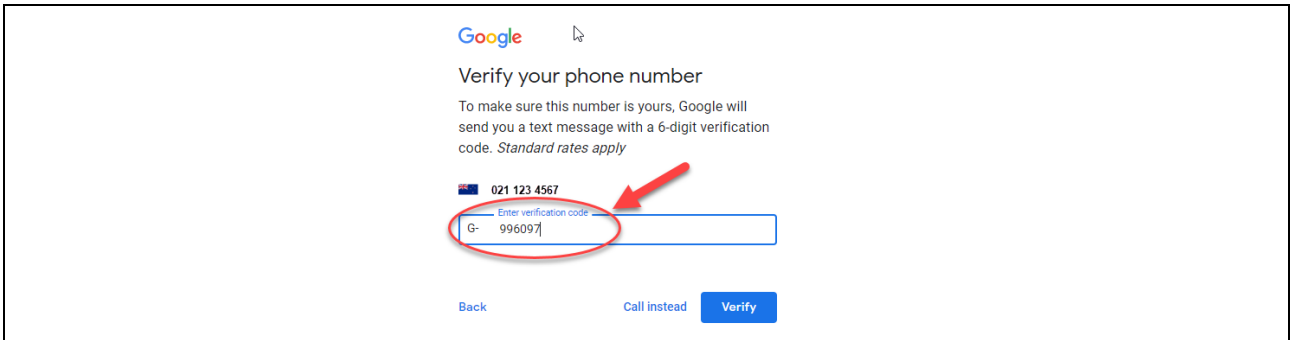
Google  
Verify your phone number

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

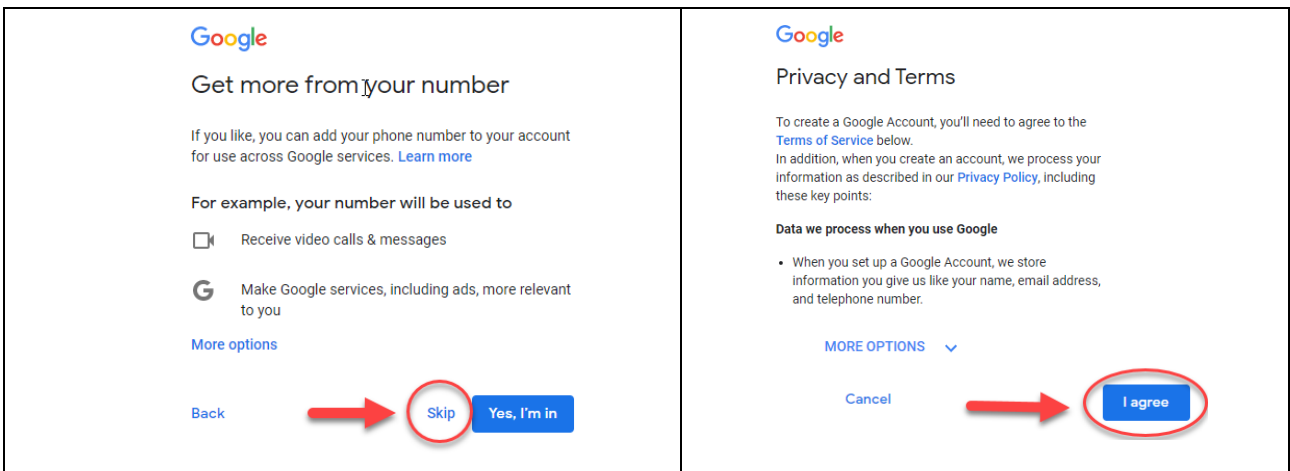
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6. Enter the 6-digit verification sent to your mobile and then click *Verify* (if required).



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

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

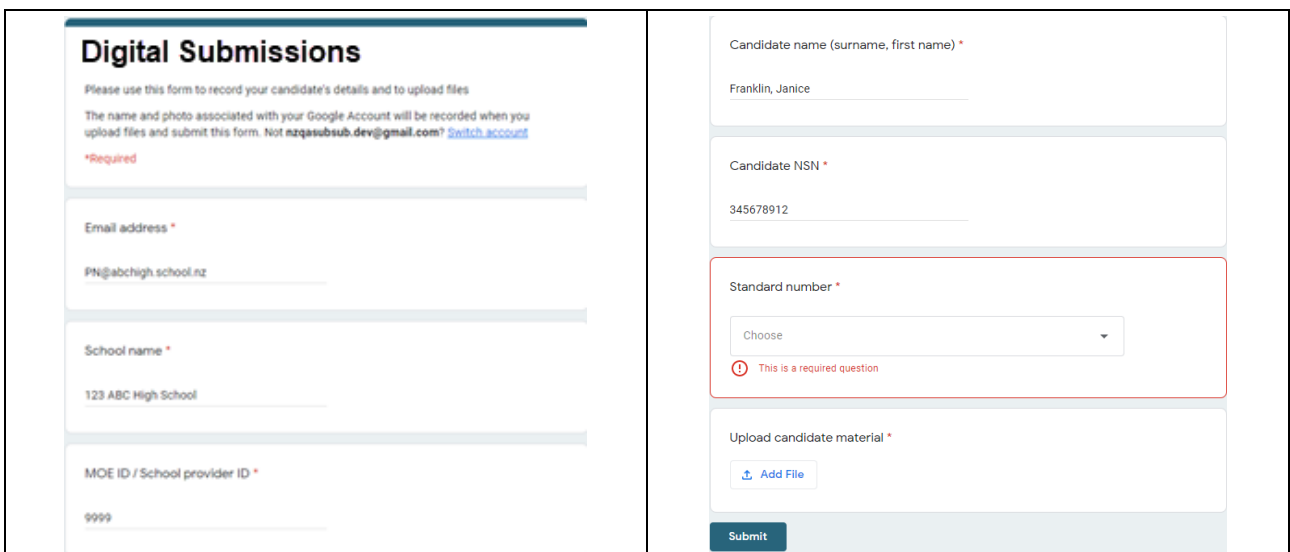


The Google form should now be available to enter the required details. All fields are mandatory.

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.