

## Create Google Account

1. Go on "google.com" and click create a new account
2. Fill up the information. (see the screenshot for reference only)



### Create your Google Account

First name  Last name

- a. First Name [Your First Name or the Keyword of your like]
- b. Last Name [Your Last Name or the Keyword of your like]
- c. Username: enter a unique username

Username


You can use letters, numbers & periods


- i. It could be **firstName.lastName** [or the words used in the first name and last name fields].
  - ii. It could be anything name unique starting with characters not number. You can add number in the end.
  - iii. Please do not use any special character i.e @, !, \*, & etc in the user name.
- d. Enter a password in the password and confirm fields

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

- i. Password should be at least 8 character long.
- ii. It can be mixed with chars, symbols and number example **4WonderLand2@**
- iii. Please make a note of the password and it is case sensitive (capital and lower case characters).
- iv. Enter the same password in the confirm box.
- v. Text in the password and the confirm field is hidden to see what you are typing click the eye icon. It will show you the text you entered.

Password  

Confirm  


- e. Once done and satisfied click **next**.

[Sign in instead](#)

[Next](#)

- f. If the User name already you will see the message and you need to enter the username again till system accepts it. System shows some suggestions also.

Username

 That username is taken. Try another.



Available: [tt351046](#) [sccassessor129](#)

- g. Once Accepted you will be taken to next screen
3. Once filled click "Next"
  4. After clicking next you will be presented by new screen (screen shot as follows)

# SCC, welcome to Google



sccassessor@gmail.com

 Phone number (optional) 

We'll use your number for account security. It won't be visible to others.

Recovery email address (optional)

We'll use it to keep your account secure

Month  Day  Year

Your birthday

Gender

## Why we ask for this information

[Back](#)

[Next](#)

5. Now fill up the information like phone number and recovery email address. But this information is totally optional. Only fill up the date of birth no need to fill the actual date if concerned, but date of birth entered should reflect user more than 18 years old.
6. Click "Next" for the next screen.
7. Next screen will be the disclaimer scroll to the end and click "Accept".

**Congratulation you're your Gmail id is created.**