

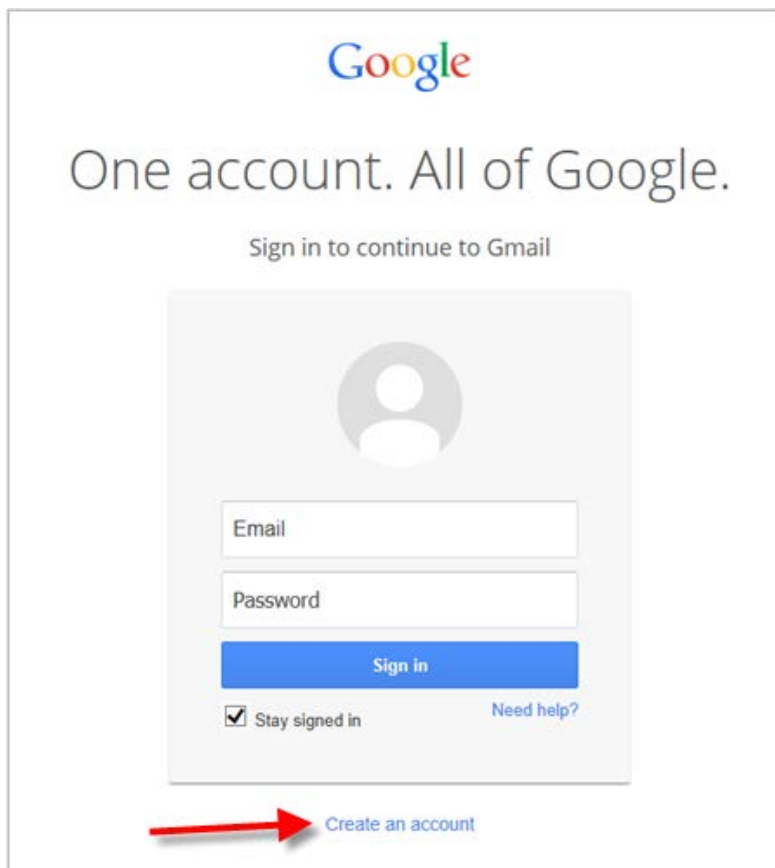
Creating a Free Email Account

To create a parent account for BCPS One requires an email account. There are many free options for email accounts that can be easily set up. Google (Gmail) is a popular free email service that does not require the user to provide a phone number. When using an email account remember to:

- Keep your user name and password private. Do not share your password with others.
- Never email your password or login credentials. No email provider or company will ever ask you to provide your user name and password in an email.

Creating a Gmail Account

1. From any computer with an internet connection go to www.google.com/mail.
2. Click on the **Create an account** link.



3. Complete fields as follows:

The screenshot shows a Google account creation form with the following fields and options:

- Name:** Two input boxes containing "John" and "Doe".
- Choose your username:** An input box containing "sampleparentbops" and a dropdown menu showing "@gmail.com".
- Create a password:** An input box with masked characters "*****".
- Confirm your password:** An input box with masked characters "*****".
- Birthdate:** A dropdown menu for the month (set to "January"), an input box for the day (set to "1"), and an input box for the year (set to "1980").
- Gender:** A dropdown menu set to "Male".
- Mobile phone:** An input box with a country code dropdown menu set to "US".
- Your current email address:** An empty input box.
- Default homepage:** A checkbox labeled "Set Google as my default homepage." which is unchecked.
- Prove you're not a robot:** A checkbox labeled "Skip this verification (phone verification may be required)" which is unchecked.
- Image CAPTCHA:** A small image showing a street scene with the number "4791" on a house. Below it is an input box containing "4791" and icons for refresh, back, and help.
- Location:** A dropdown menu set to "United States".
- Agreement:** A checked checkbox labeled "I agree to the Google Terms of Service and Privacy Policy".
- Next step:** A blue button labeled "Next step".

Provide first and last name.

Create an email address.

Make a password. Make it something you will remember. It is best for it to contain both letters and numbers.

Type it twice!

Provide your birth date.

Provide your gender.

Leave blank if you wish.

Leave blank if you wish.

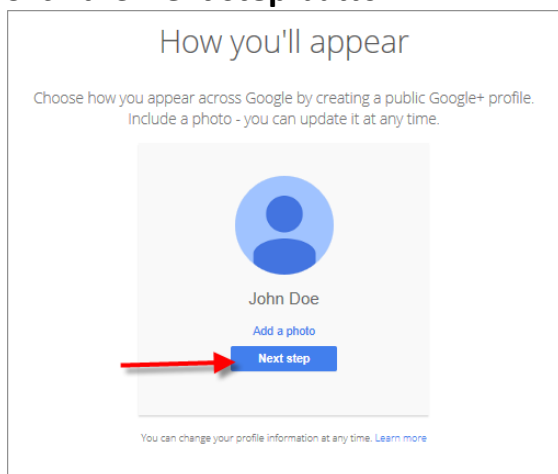
Uncheck this box.

Type the text as it is displayed in the picture shown.

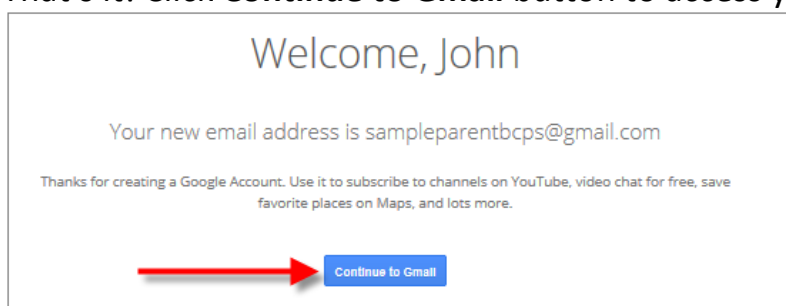
Check this box.

Click Next step button.

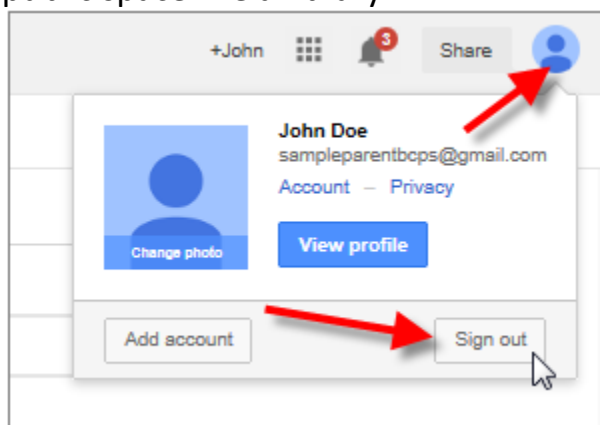
4. Click the **Next step** button.



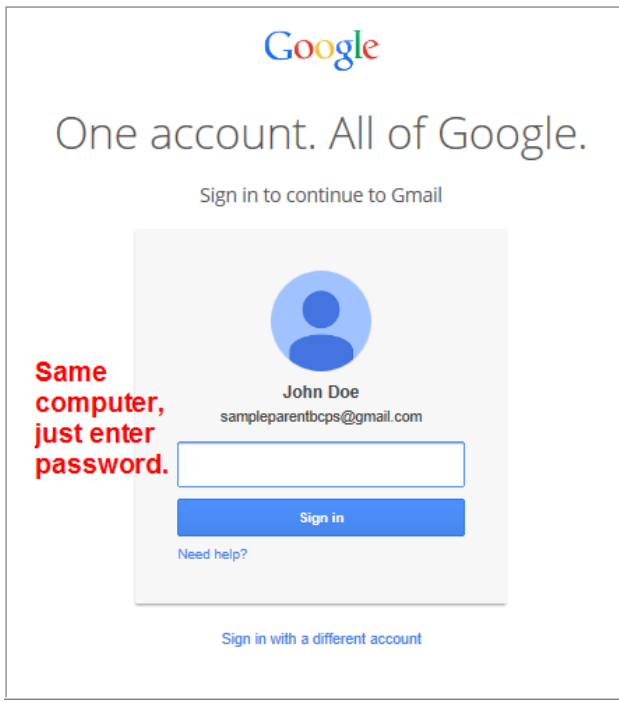
5. That's it! Click **Continue to Gmail** button to access your account.



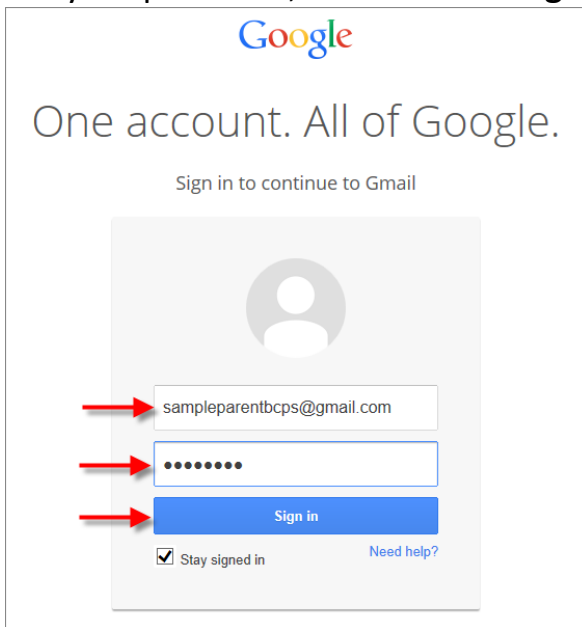
6. Always **Sign out** of your account especially if you are using a computer in a public space like a library.



7. When you want to access your mail again later go to www.google.com/mail and if you are on the same computer you will be able to just enter your password.



If you are on a different computer you will have to type your email address and your password, then click the **Sign in** button.



NOTE: You do NOT have to give your cell phone number to Google. They may ask for that information to help you recover your account if you forget your password. Just click on **No Thanks!**