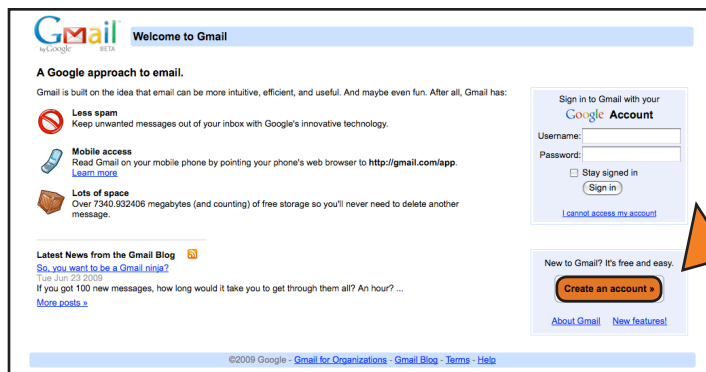


# Creating a Gmail Account

To use the new Time Clock/Attendance and Online Account Management systems, you will need an e-mail account. If you do not currently have an e-mail account, you can create one at [www.gmail.com](http://www.gmail.com). It's free and very easy to do.

## To Create an E-mail Account through Gmail:

1. Launch your internet browser, go to [www.gmail.com](http://www.gmail.com), and click **Sign up for Gmail**.



**Welcome to Gmail**

**A Google approach to email.**

Gmail is built on the idea that email can be more intuitive, efficient, and useful. And maybe even fun. After all, Gmail has:

- Less spam**  
Keep unwanted messages out of your inbox with Google's innovative technology.
- Mobile access**  
Read Gmail on your mobile phone by pointing your phone's web browser to <http://gmail.com/app>.
- Lots of space**  
Over 7340.932406 megabytes (and counting) of free storage so you'll never need to delete another message.

**Sign in to Gmail with your Google Account**

Username:

Password:

Stay signed in

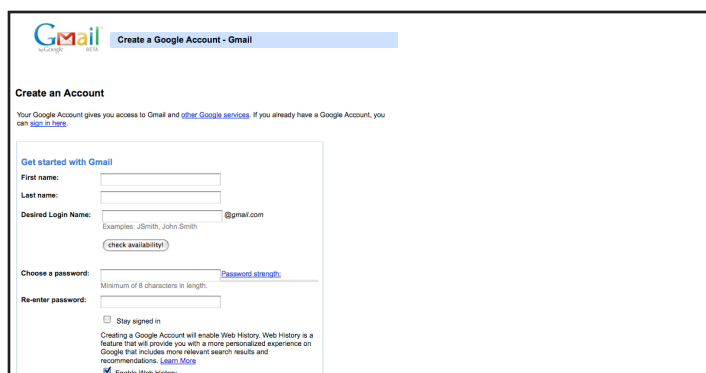
[I cannot access my account](#)

New to Gmail? It's free and easy.

[About Gmail](#) [New features!](#)

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2. Complete the online form, and click **I accept**. Create my account at the bottom of the screen.



**Create a Google Account - Gmail**

**Create an Account**

Your Google Account gives you access to Gmail and other Google services. If you already have a Google Account, you can [sign in here](#).

**Get started with Gmail**

First name:

Last name:

Desired Login Name:  @gmail.com

Examples: jsmith, john.smith

Choose a password:  [Password strength](#)

Minimum of 8 characters in length.

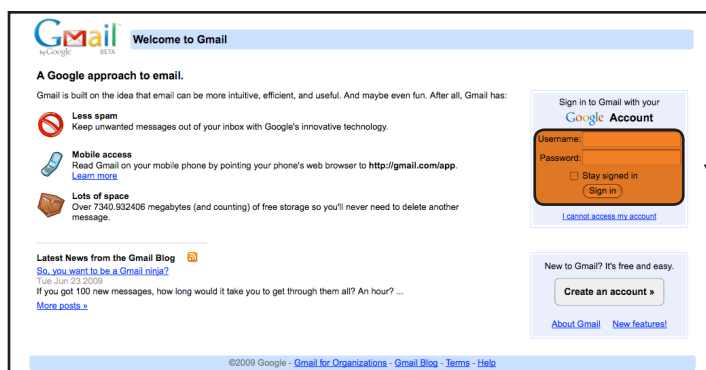
Re-enter password:

Stay signed in

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn more](#)

Enable Web History

3. You can then view your e-mail account. Remember to write down your **e-mail address and password** for future reference. To access your new e-mail account, go to [www.gmail.com](http://www.gmail.com), enter your username and password, and click **Sign in**.



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