



## Section 7: Creating an account

### In this section:

- **Set up** an **email** account.
- See an **example** of creating an account.

Many **websites** and **online services** will ask you to set up an **account**.

You give **information** like your name and date of birth.

The screenshot shows a web browser window with the URL `jobs.nhs.uk/xi/register/d5f654bcf280fc24972cd97b7066071e/`. The page title is "Personal". The form contains the following fields:

- First Name \*
- Surname \*
- Country of Residence \* (Please select...)
- Email address \*
- Email address confirmation \*
- Password \*

Note: Password must be minimum of 9 characters and contain characters from each of the following groups: A-Z, a-z, 0-9. Common terms, such as names or the word 'password' can not be used.



**Be careful** about providing **personal details**.

Make sure you trust the website.

**Only give** bank or card details when there is a **clear reason**.

If you are **worried** ask for **help**.

## How to open an account.

We are using Gmail as our example.

### Steps for creating an account

#### Step 1: Open your internet browser.

There are many different **internet browsers**.

You might use one of these browsers:



- Chrome



- Safari



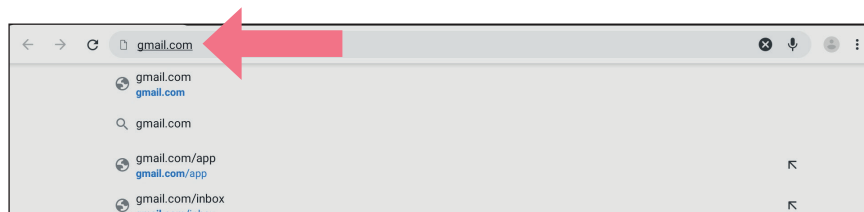
- Microsoft edge



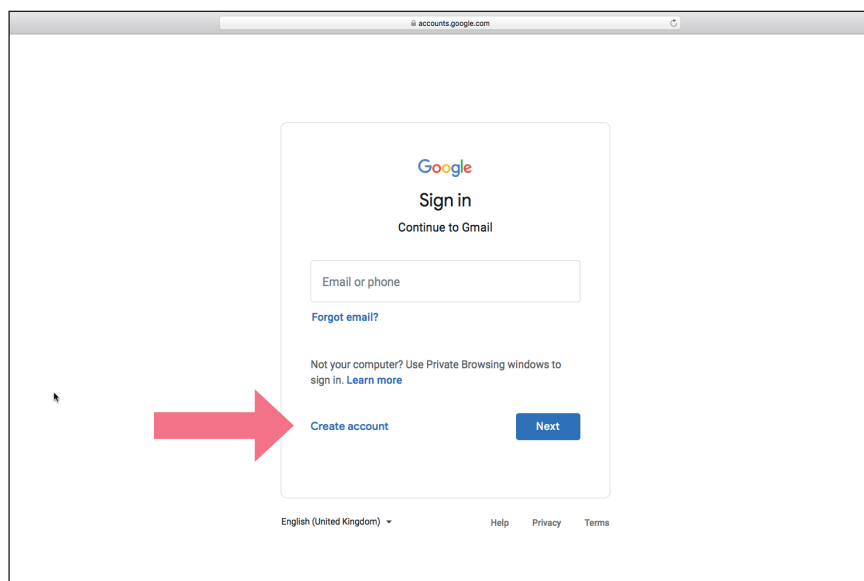
- Firefox

**Step 2:** In the top bar, type in gmail.com.

Press the **enter key** on your keyboard.



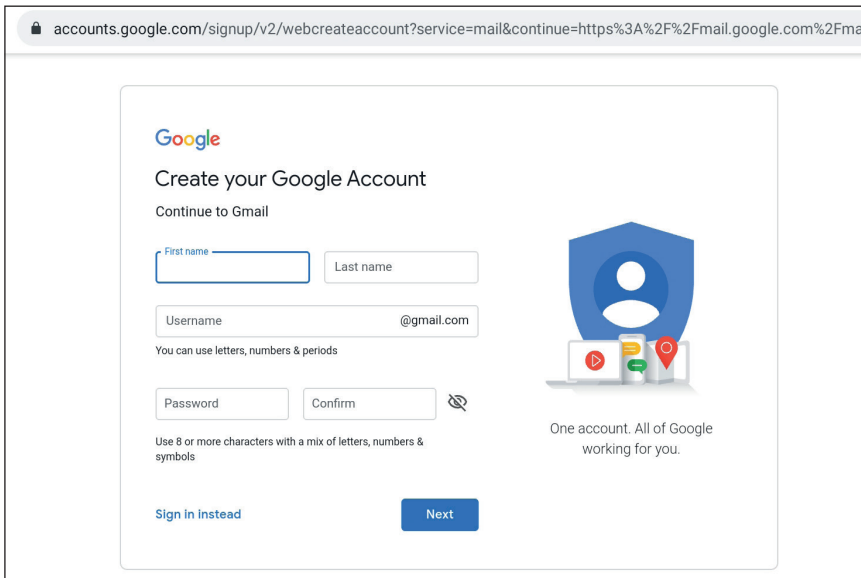
**Step 3:** You will see this homepage.



**Step 4:** Click on 'Create account'

## Step 5: A form will open.

Fill in your **details**.



The screenshot shows the Google Account creation page. At the top, the URL is `accounts.google.com/signup/v2/webcreateaccount?service=mail&continue=https%3A%2F%2Fmail.google.com%2Fmail`. The page features the Google logo and the heading "Create your Google Account" with the subtext "Continue to Gmail". The form includes fields for "First name", "Last name", and "Username" (with a placeholder "@gmail.com"). Below the username field, it states "You can use letters, numbers & periods". There are also "Password" and "Confirm" fields, with a note: "Use 8 or more characters with a mix of letters, numbers & symbols". A "Next" button is at the bottom right, and a "Sign in instead" link is at the bottom left. To the right of the form is an illustration of a blue shield with a white person icon, a laptop, and a smartphone, with the text "One account. All of Google working for you."

This **form asks** for:

- First name.
- Last name.
- Username.
- Password.

**Username** is used to identify you.

It **does not** have to be the **same** as your **real name**.

It needs to be **unique**.

The account wants you to choose a **password**.

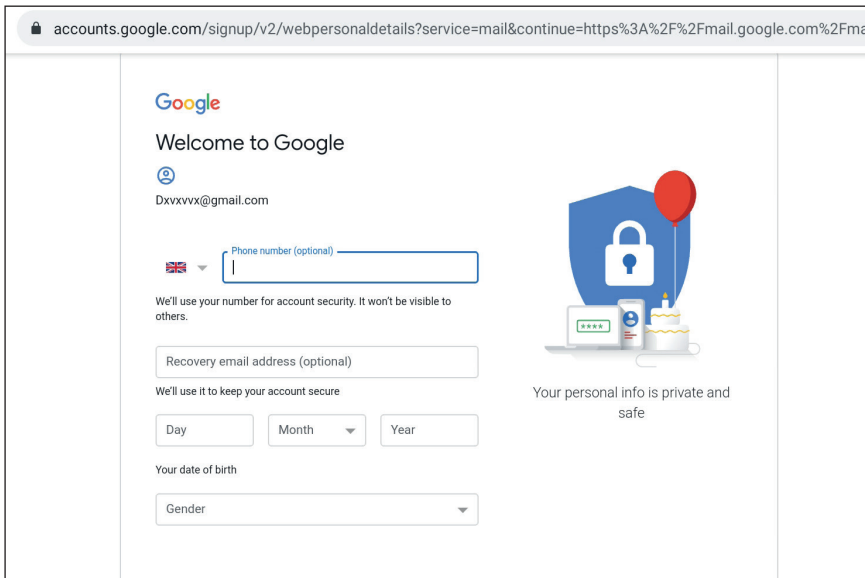
Sites have different **rules about passwords**.

In this example your password needs:

- Eight or more characters with a mix of letters.
- Numbers.
- A symbol such as ! \$ \*

**Step 6:** Once you have filled in this information, click the blue 'next' button.

You will now see this page.



The screenshot shows the Google account creation 'Personal details' page. At the top, it says 'Welcome to Google' and shows the email address 'Dxxxxxx@gmail.com'. There are several input fields: a 'Phone number (optional)' field with a country code dropdown (currently set to UK), a 'Recovery email address (optional)' field, and a date of birth field with 'Day', 'Month', and 'Year' dropdowns. Below these is a 'Gender' dropdown. To the right of the form is an illustration of a shield with a lock, a laptop, and a birthday cake, with the text 'Your personal info is private and safe' below it.

Now **enter** your **phone number**.

This is **optional** so you do not have to share your number.

Next fill in a **recovery email** address.

This is in case you forget your password.

This is **optional** and you do not need to fill this in.

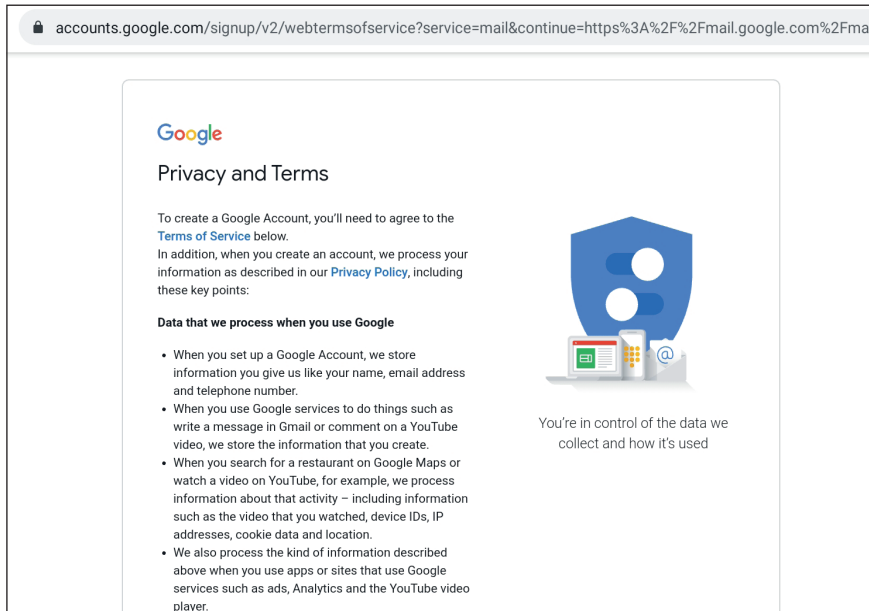
You also give:

- Date of birth.
- Gender.

## Step 7: Click the blue 'next' button.

You will now see the **terms of service**.

This includes information on the **privacy policy**.



**Scroll** through the information.

You can move down the page by click **the blue arrow** at the bottom.

## Step 8: Tick the two boxes at the end of the document. .

To **tick the boxes** click on them.

Only tick on the boxes if you **agree**:

- The **terms of service**.
- The processing of **your information**.

**Combining data**

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube; and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

**You're in control**

Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking 'More Options' below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

**MORE OPTIONS** ▾

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I agree to the Google Terms of Service

I agree to the processing of my information as described above and further explained in the Privacy Policy

[Cancel](#) [Create Account](#)

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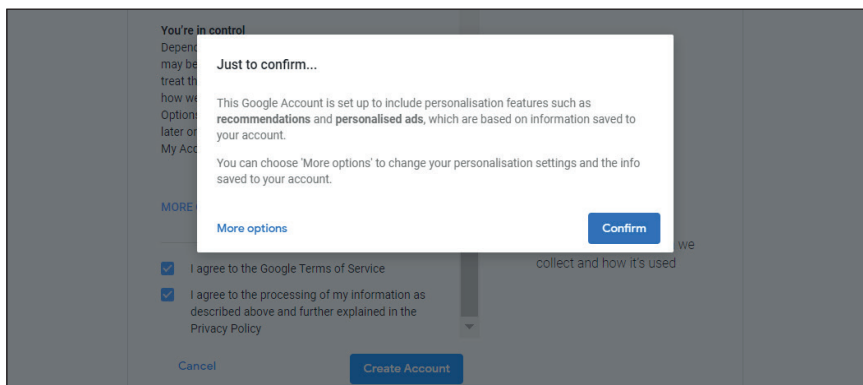
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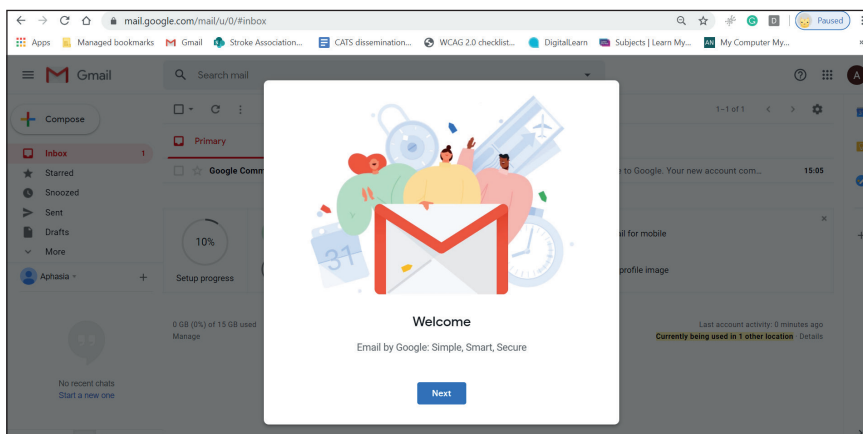
**Step 9: Click the blue 'Create Account' button .**

A message will **pop up**.



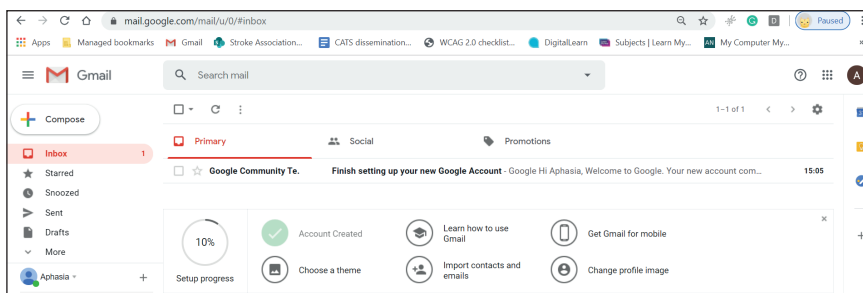
Click the blue '**confirm**' button.

Your **email account** will now open.



Click the blue '**next**' button.

You will have an **email** in your account.



To **open** the email **click** on it.

It is a **welcome email** from Google.