



87th AFT-Wisconsin Convention

## How to Create a Google Account

To participate in AFT-Wisconsin 87<sup>th</sup> Convention, you'll need to be logged in to a Google account. This will allow you to access Convention documents and vote.

**If you have a Gmail account (an email address ending in “@gmail.com”), that means you *already* have a Google account.** You just need to be signed into your Gmail account in order to vote.

**If you do not have a Gmail address,** you can create a Google account with *any* email address. You do not need to create one for this purpose.

### Steps to create a Google account:

1. Go to <https://accounts.google.com/SignUp>. (You can also just Google “Create Google Account,” and this will be the first link you see.)
2. Once there, the default option is to create a Gmail address. If you would like to create a Gmail address, go ahead and do so.
3. If you do *not* wish to create a Gmail address, you do not have to do so. Click on the text saying “Use my current email address instead” (see image below; red arrow points to the relevant text).

Google  
Create your Google Account

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

4. Type in the email address you wish to use for your Google account, and fill out the rest of the information required.
5. Google will then send a 6-digit verification code to the email address you entered. Enter the verification code, and click the blue “Verify” button.
6. Google will then ask to send a text to your phone with a second verification code. If your phone does not receive texts, you may select the option to “Call instead” and Google will call your number with the code. Enter the verification code, and click the blue “Verify” button.
7. Google then requires you to fill out your birthdate and gender (“Rather not say” is an option for the latter).
8. Agree to the Privacy & Terms, and you will now have a Google account.

**For detailed instructions on creating a Google account, see Google’s help center here:**

<https://support.google.com/accounts/answer/27441>