



皇家北美中醫學院

ROYAL NORTH AMERICAN COLLEGE OF TRADITIONAL CHINESE MEDICINE

How to create a Google Account and change User Name

2024-Dec-5

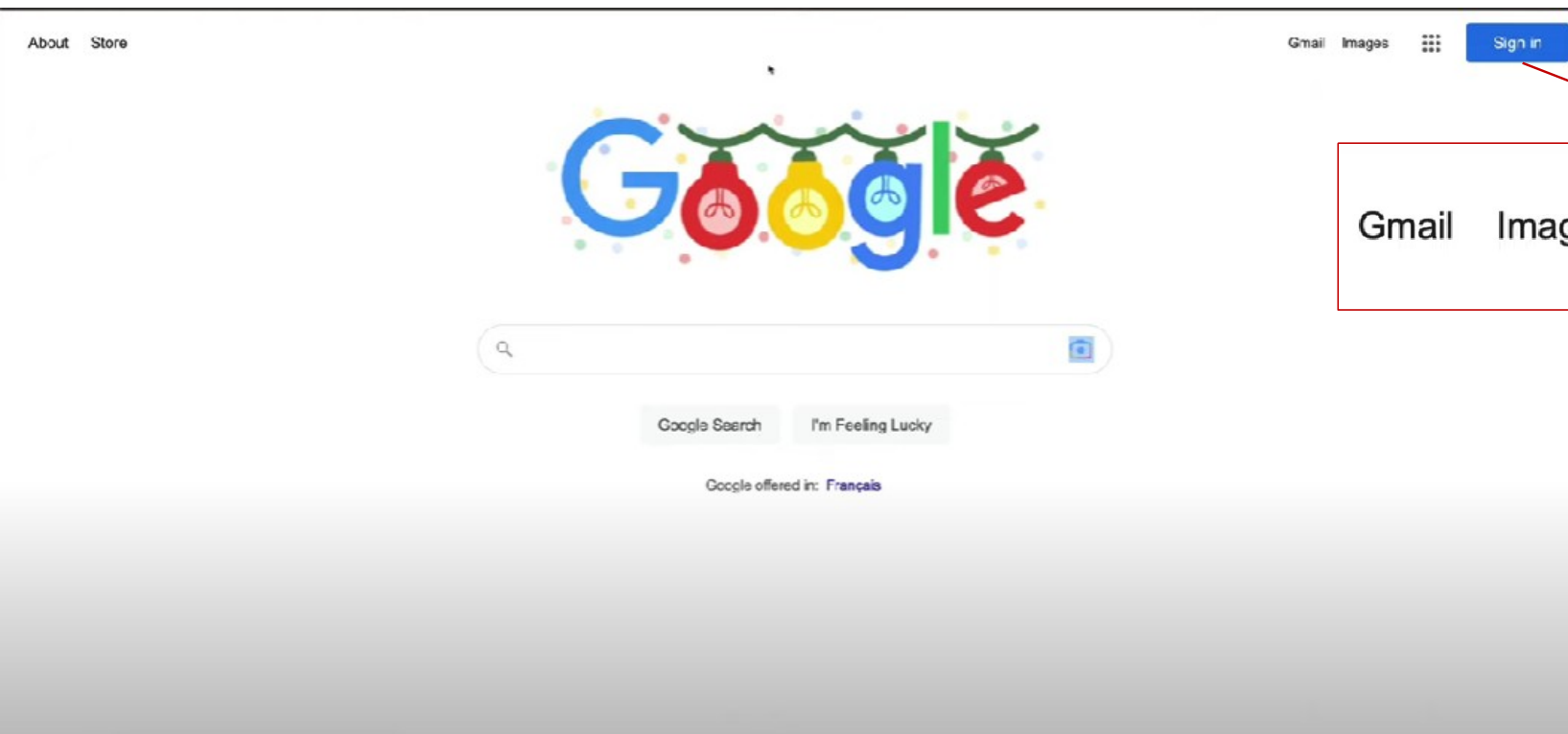
Students need to have a Google Account to use Google Classroom.

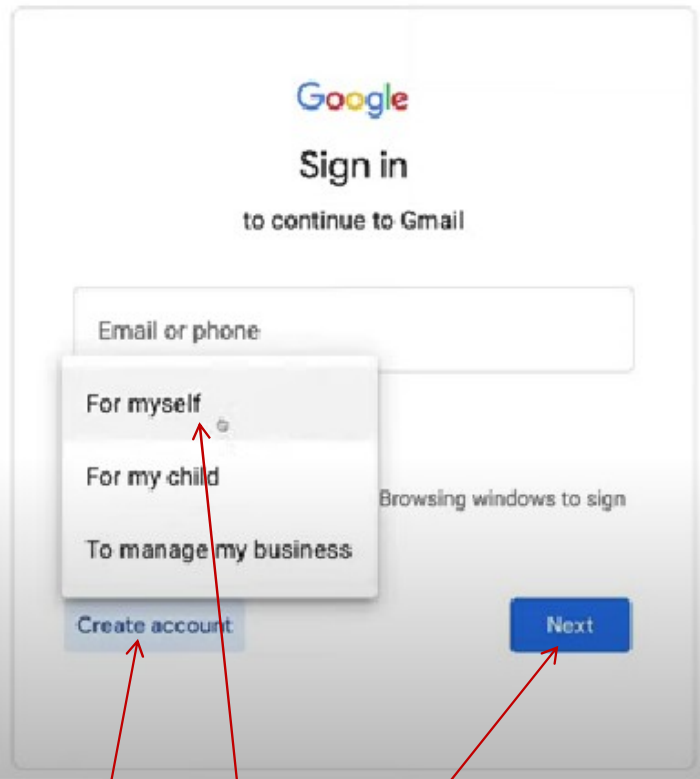
Step 1, create a Google Account.

(If you already have a Google Account, Please go to “**Step 2**”)

(1) Open the browser and enter google.com or google.ca in the address bar, go to the following Google page.

(2) Click “Sign in” on the top right corner

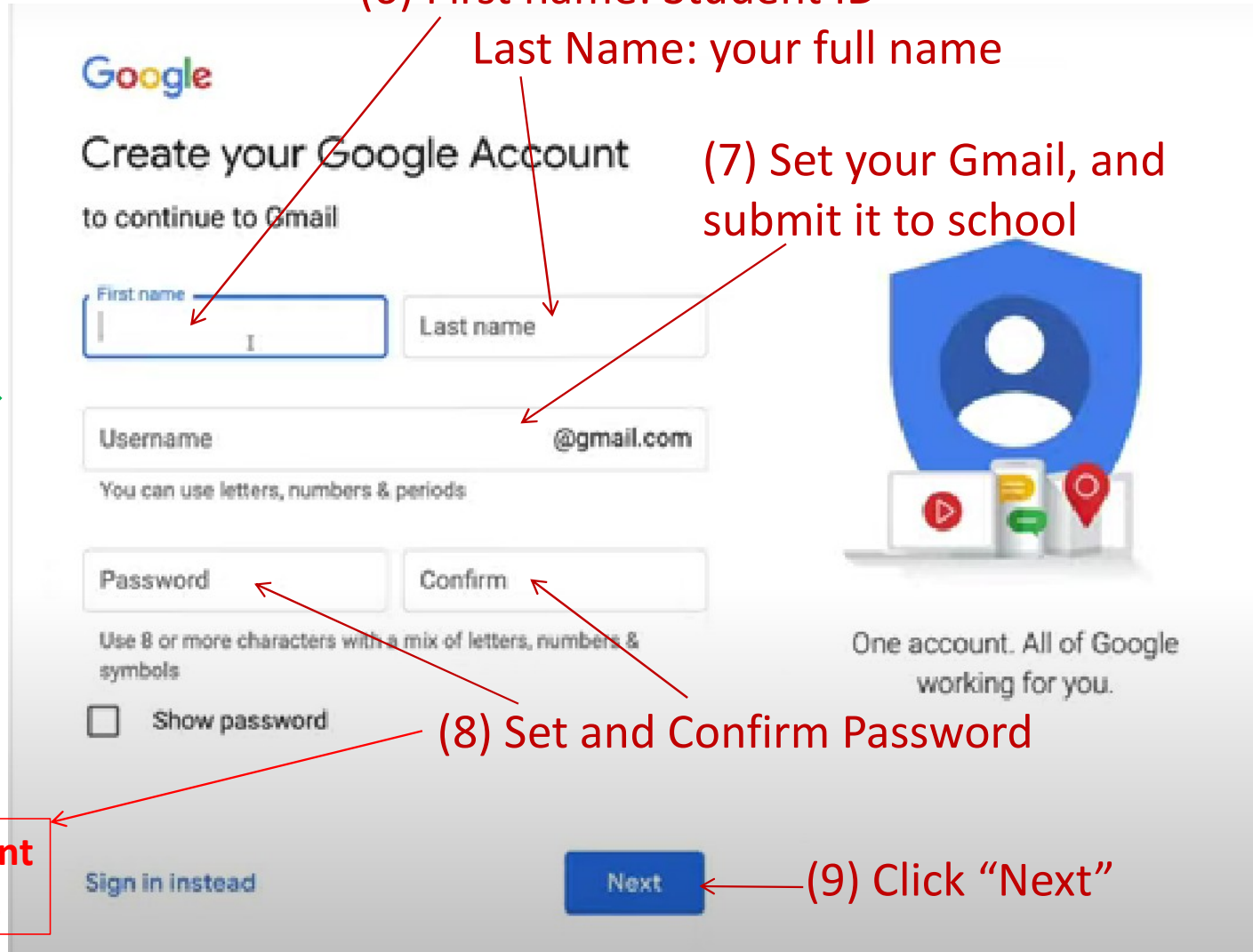
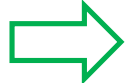




(3) Click "Create account"

(4) Choose "For myself"

(5) Click "Next"



(6) First name: Student ID

Last Name: your full name

(7) Set your Gmail, and submit it to school

(8) Set and Confirm Password

(9) Click "Next"

Email address and password are important information for login, please take note.



Verify your phone number

For your security, Google wants to make sure it's really you. Google will send a text message with a 6-digit verification code.

 Phone number

Standard rates apply

[Back](#)

[Next](#)

(10) Input your Phone Number



Your personal info is private & safe

(11) Click "Next"



(12) Input the verification code you received

Enter verification code

Standard rates apply

[Back](#)

(13) Click "Verify"

[Verify](#)

Recovery email address (optional)

← (14)

We'll use it to keep your account secure

Month

Day

Year

← (15)

Your birthday

Gender

Male

← (16)

Why we ask for this information

Back

Next

← (17) Click "Next"



Get more from your number

If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

For example, your number will be used to

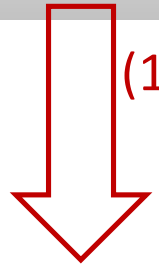
- Receive video calls & messages
- Make Google services, including ads, more relevant to you

[More options](#)

[Back](#)

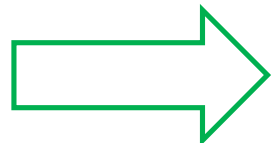
[Skip](#)

[Yes, I'm in](#)



(18) Roll to the bottom

(19) Click "Skip"



Privacy and Terms

To create a Google Account, you'll need to agree to the [Terms of Service](#) below.

In addition, when you create an account, we process your information as described in our [Privacy Policy](#), including these key points:

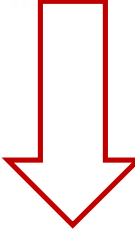
You're in control

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](#) ▾

[Cancel](#)

[I agree](#)



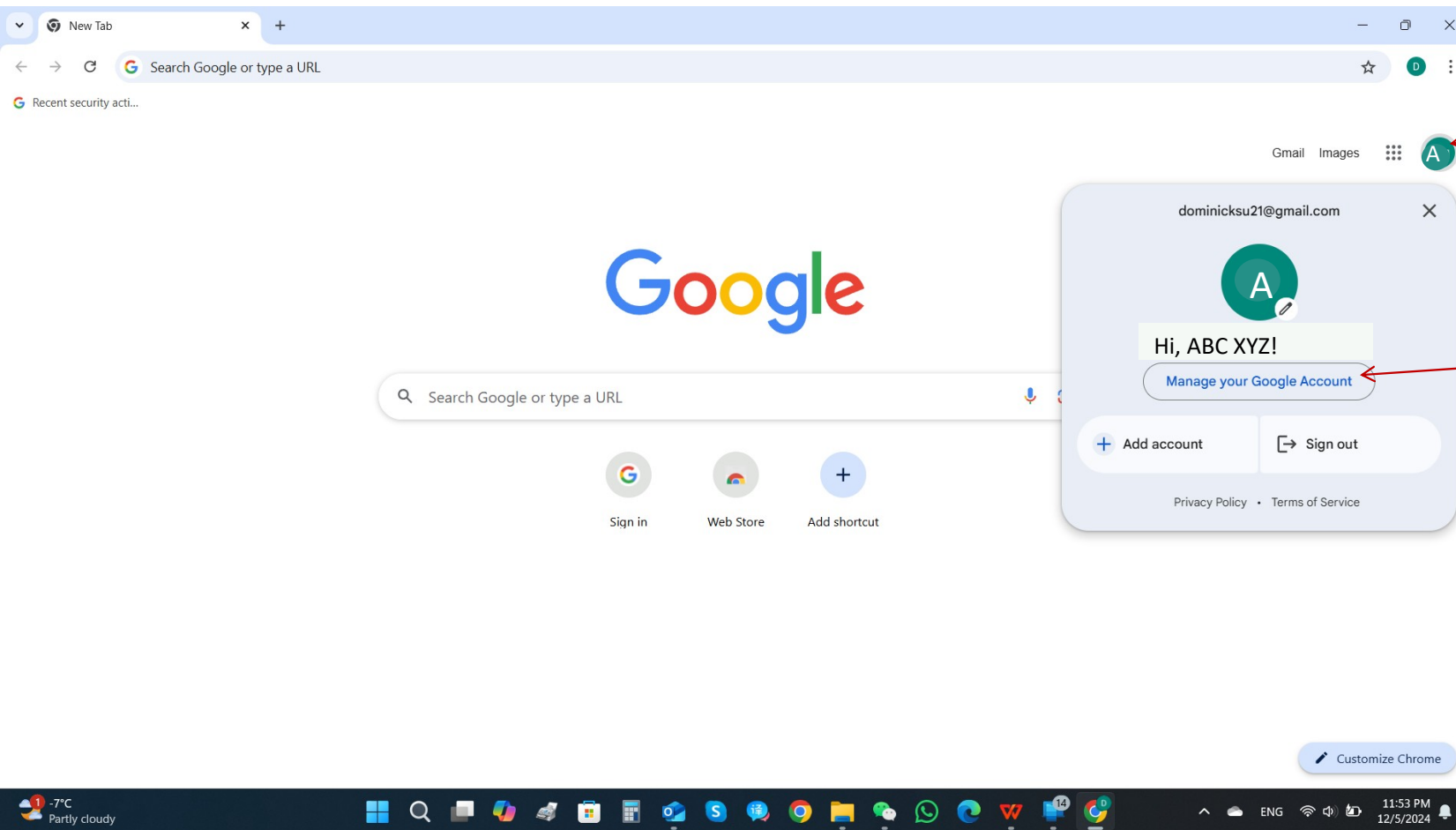
(20) Roll to the bottom

(21) Click "I agree"

(22) Finished, your representative letter will be displayed in the upper right corner after logging in



Step 2, If you already have a Google Account, please **change your username as required**.
(If your username already conforms to the format of "student ID + full name",
please **skip this step**.)



(1) Click on the letter or avatar in the upper right corner

(2) In the pop-up window, click "Manage your Google Account"

- Home
- Personal info**
- Data & privacy
- Security
- People & sharing
- Payments & subscriptions
- About

(3) Click "Personal info"



Welcome, ABC XYZ

Manage your info, privacy, and security to make Google work better for you. [Learn more](#)

Set a home address for your Google Account X

Get more relevant search, weather, and map results

[Set home address](#)

Search Google Account

- My password
- Devices
- Password Manager
- My Activity
- Email

- Home
- Personal info**
- Data & privacy
- Security
- People & sharing
- Payments & subscriptions
- About

Your profile info in Google services

Personal info and options to manage it. You can make some of this info, like your contact details, visible to others so they can reach you easily. You can also see a summary of your profiles.



Basic info

Some info may be visible to other people using Google services. [Learn more](#)

Profile picture	Add a profile picture to personalize your account	
Name	ABC XYZ	>
Birthday	### ## ####	>
Gender	Male	>

(4) Click ">"

Contact info

← Name

Name
ABC XYZ




(5) Click ">"

Nickname
No nickname



Who can see your name

 Anyone can see this info when they communicate with you or view content you create in Google services.

[Learn more](#) 

← Name

Changes to your name will be reflected across your Google Account. Your previous name may still be searchable or appear on old messages. [Learn more](#)

First name

2024fac99

← (6) fill "Student ID"

Last name

ABC XYZ

← (7) fill your "Full Name"

Who can see your name



Anyone can see this info when they communicate with you or view content you create in Google services.

[Learn more](#) ?

(8) Click "Save"

Cancel

Save

Finally,

- Please submit the gmail of this Google Account to the school.
- The school will send an invitation email for Google Classroom to this gmail.
- Please check your email promptly and accept the invitation (for each Classroom corresponding to a course, an invitation email will be sent and you will receive multiple emails).
- Log in to your Google Account and enter Google Classroom to participate in various courses.
- Each course has corresponding assignments (which can be viewed on the "**Classwork**" page), please complete them in a timely manner and submit them in Google Classroom.