



皇家北美中醫學院

ROYAL NORTH AMERICAN COLLEGE OF TRADITIONAL CHINESE MEDICINE

# 创建 Google Account 和 修改用户名的方法

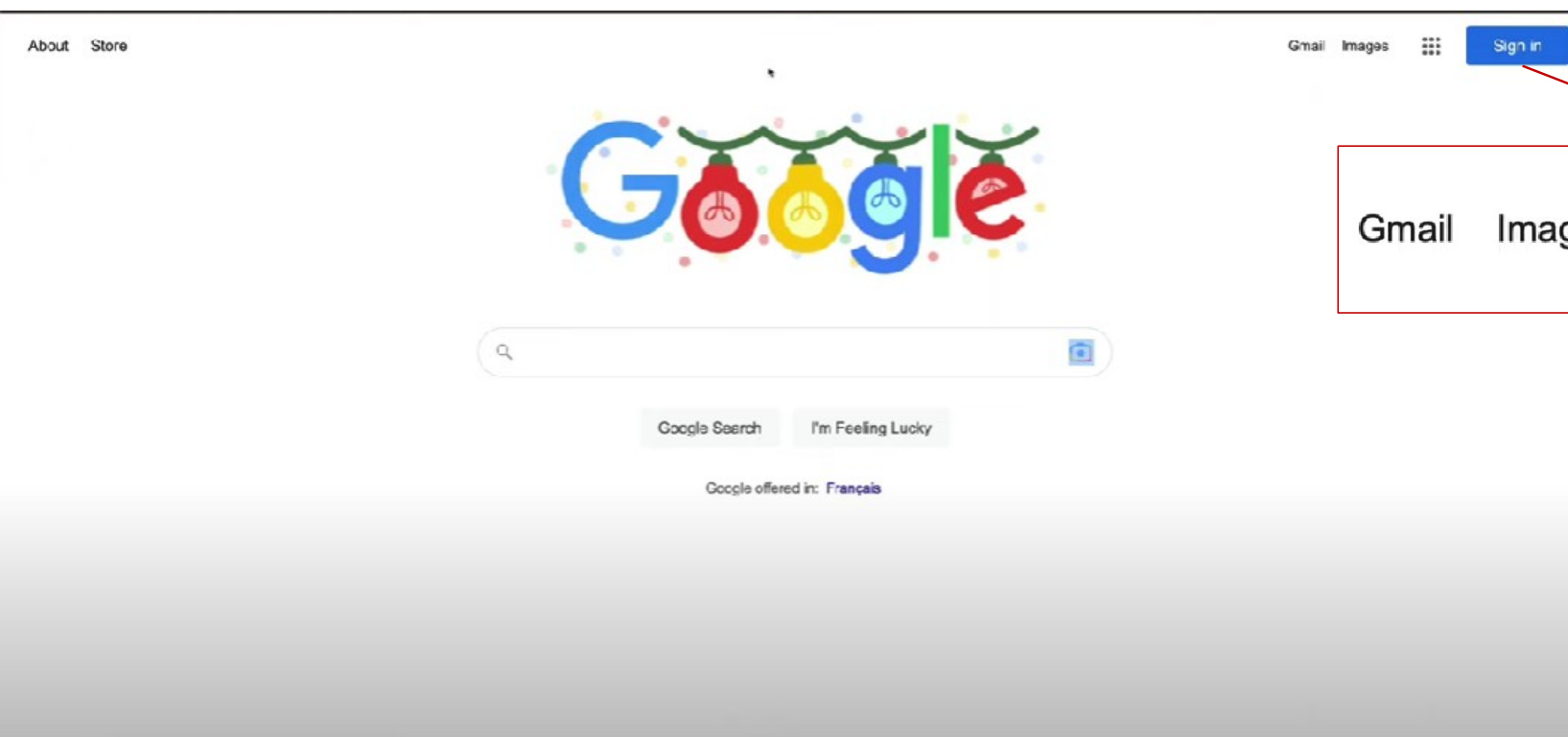
2024-Dec-5

学生需要拥有一个Google Account，才能使用Google Classroom。

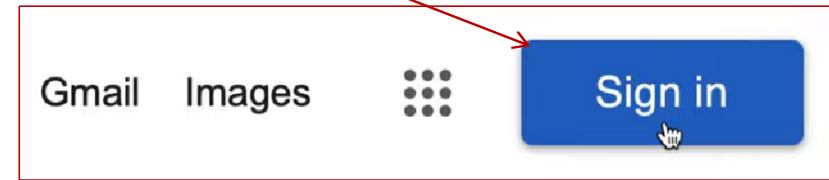
## 第一步，创建一个Google Account。

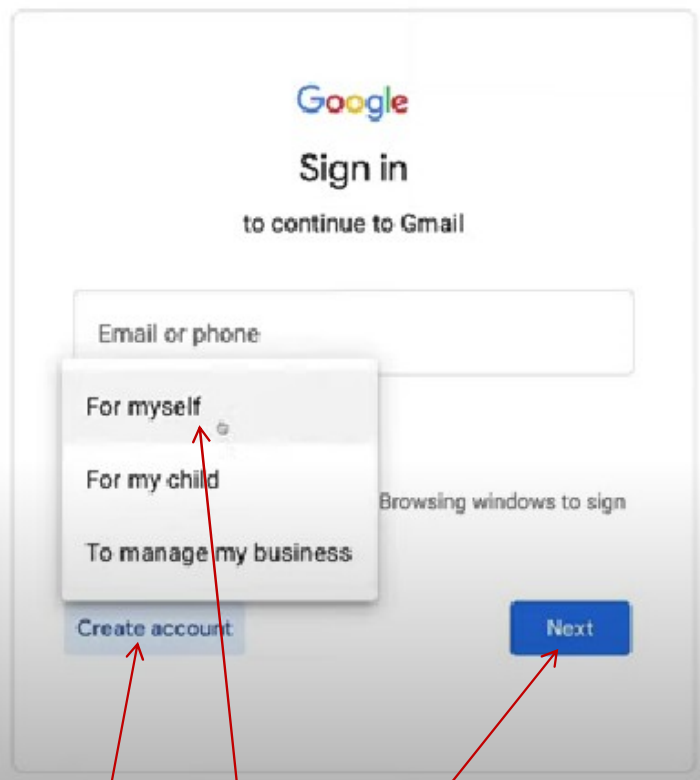
(如果你已经拥有一个Google Account，请跳到“第二步”)

(1) 打开浏览器，在地址栏输入 google.com 或 google.ca，进入以下Google页面。



(2) 点击右上角  
“Sign in”

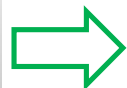




(3) 点击 Create account

(4) 选择 For myself

(5) 点击 Next



(6) First name 填学号

Last Name 填姓名

(7) 填写邮箱名称, 请记住这个Gmail邮箱并把它提交给学校

(8) 设置和确认密码

(9) 点击 Next

邮箱和密码是用于登陆的重要信息, 请记下来。



## 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.

(10) 输入手机号码



Standard rates apply

Back

Next

(11) 点击 Next



Your personal info is private & safe

(12) 输入手机收到的验证码

Enter verification code

Standard rates apply

Back

(13) 点击 Verify

Verify

Recovery email address (optional)

We'll use it to keep your account secure

(14) (可选) 填入  
恢复电子邮件地址

Month

Day

Year

(15) 填入出生日期

Your birthday

Gender

Male

(16) 选择性别

Why we ask for this information

Back

Next

(17) 点击 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](#)

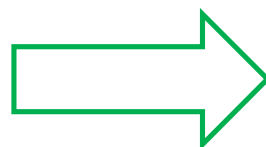
[Back](#)

[Skip](#)

[Yes, I'm in](#)

(18) 滚动至底部

(19) 点击 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](https://myaccount.google.com)).

[More options](#) ▾

[Cancel](#)

[I agree](#)

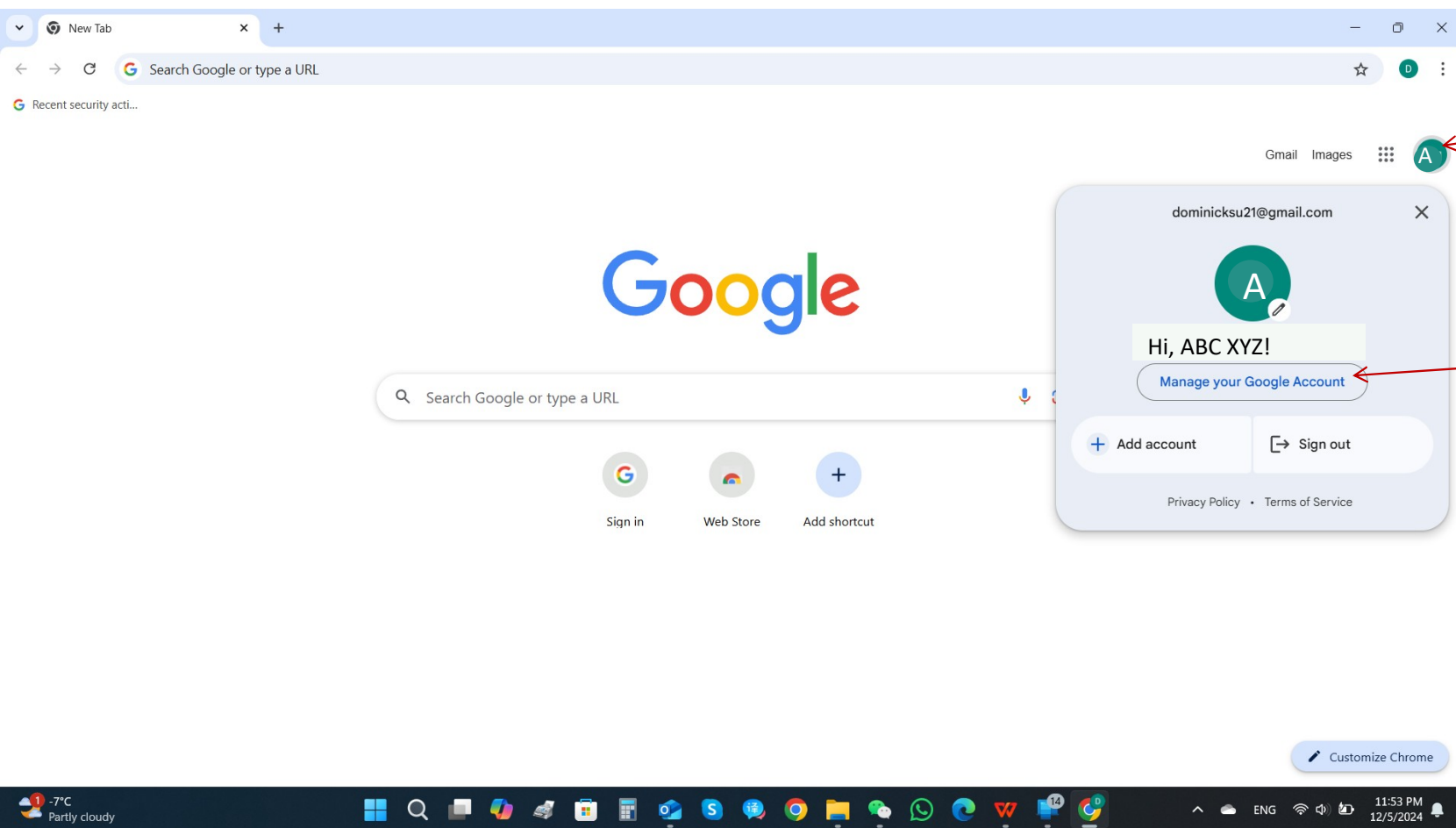
(20) 滚动至底部

(21) 点击 I agree

(22) 创建完成，登录后在右上角会显示你的代表字母



**第二步**，如果你已经拥有一个Google Account，请按要求**更改用户名**。  
(如果你的用户名已经符合“学号 + 姓名”的格式，请**跳过此步**。)



(1) 点击右上角代表字母或头像

(2) 在弹出窗中点击 Manage your Google Account



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

(3) 点击 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) 点击 ">"

← Name

Name >


ABC XYZ


---

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](#) 

(5) 点击 ">"

## ← 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) 此处填入学号

Last name

ABC XYZ

← (7) 此处填入姓名

### 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) 点击 Save, 完成修改

Cancel

Save

## 最后，

- 请将此Google Account的gmail邮箱提交给学校。
- 学校将会发出Google Classroom的邀请email到这个gmail邮箱。
- 请及时查看email并接受邀请（每个Classroom对应一门课程，都会发出一个邀请email，你将会收到多个email）。
- 登陆你的这个Google Account，进入Google Classroom，就可以参加各门课程的学习。
- 每门课程都有对应的作业（在“**作业**”页面可以查看），请及时完成并在Google Classroom内提交。