



Pearson

Program Coordinators: How to connect a non-Google email address to a Google account

Once the Program Manager has granted you access to edit the enrollment submission sheets (either the Enrollment Submission Tracker Sheet or Enrollment Submission Sheet) you may be requested to connect your email address to a google account to gain access to edit the sheet.

The following is a step by step guide on how to create a google account to gain access to your enrollment submission sheet.

Please note:

Enrollment Tracker Sheets will not allow you to edit information, only view updates.

Enrollment Submission Sheets allow you to submit enrollment information under non-yellow fields.

First Time Access

1. When attempting to access the enrollment sheet you may be asked to log into google.



One account. All of Google.

Sign in to continue to Sheets

Email or phone

Next

Find my account

2. If your Email address isn't connected to a google account you will get the following message:

rmwinborn@hotmail.com

Sorry, Google doesn't recognize that email.
Create an account using that address?

Next

[Find my account](#)

3. Click "Create an account" link in blue.
4. You will be prompted to link your email address to the google account. Fill out:
 - a. First and Last Name
 - b. Your email address (The one that has been granted edit access to sheet)
 - c. Use the password associated with the email address in step 4-B.
 - d. Birthday
 - e. Gender

Create your Google Account

One account is all you need

One free account gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



Name

First Last

Your email address

[I would like a new Gmail address](#)

Create a password

Confirm your password

Birthday

Month Day Year

Gender

I am...

Mobile phone

Default homepage

Set Google as my default homepage.

Your default homepage in your browser is the first page that appears when you open your browser.

Location

[Next step](#)

[Learn more](#) about why we ask for this information.

5. Scroll down the google agreement and click “I AGREE”.

Privacy and Terms

By choosing “I agree” below you agree to Google’s [Terms of Service](#).

You also agree to our [Privacy Policy](#), which describes how we process your information, including these key points:

Data we process when you use Google

- When you use Google services to do things like write a message in Gmail or comment on a YouTube video, we store the information you create.
- When you search for a restaurant on Google Maps or watch a video on YouTube, for example, we process information about that activity – including information like the video you watched, device IDs, IP addresses, cookie data, and location.

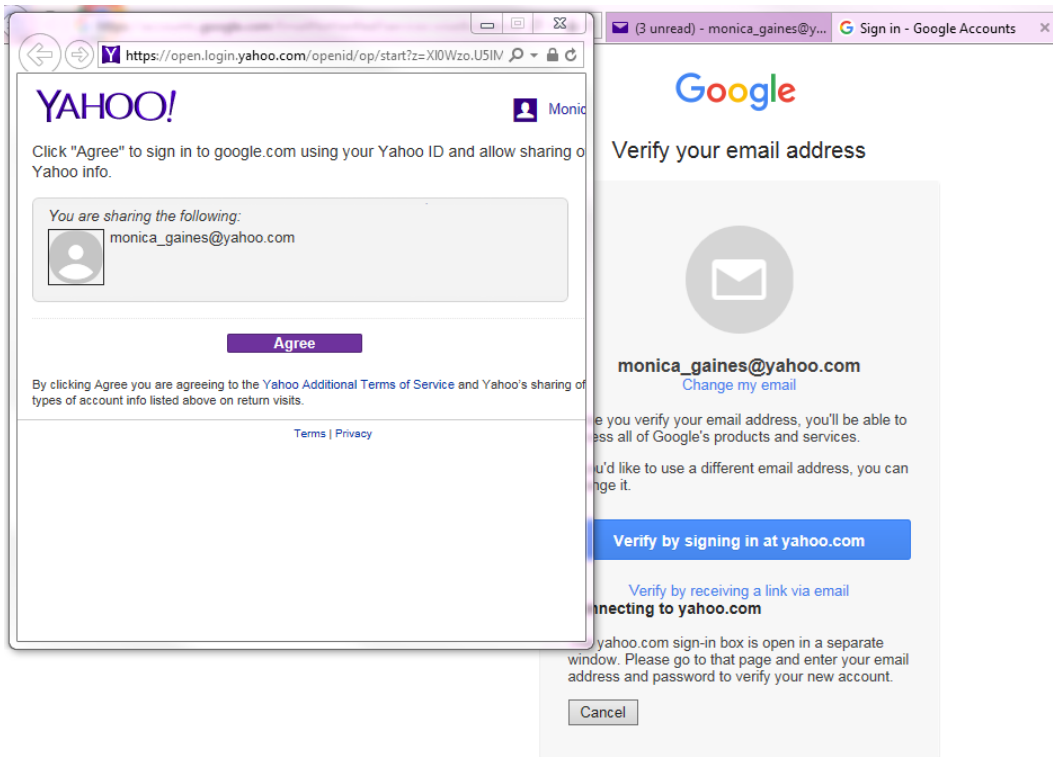
6. Click “Verify now”

Verify your email address

You're almost done! Just verify your email address by signing in at [live.com](#).

Entered the wrong address? [Change your email](#).

7. A window will pop up asking you to sign in using google. Click “Agree”.



8. Once verified you will see the following message (or be directed straight to the sheet):

Welcome, Lando

Thanks for creating a Google Account. Use it to subscribe to channels on YouTube, video chat for free, save favorite places on Maps, and lots more.

Continue to Google Docs

9. Once complete you will have access to view the enrollment sheet. However, you will need to click the “sign in as” button in the upper right to sign in under the connected google account so you can edit the document and submit enrollments.



If you continue to have issues with access, please reach out to your program manager via their communication IA.