

Creating an Apple ID Gmail Account

This Gmail account will be used only to establish an Apple ID for school iPads and to access the App Store.

1. Access the website www.google.com.
2. Select **Sign In** in the upper right corner of the screen.
3. Select **More Options**.
4. Select **Create account**.
5. Use the name of the school for **First and Last Name**.
6. Create a randomly selected **password**.
7. Select a **Birthdate** and **Gender**.
8. Use the school's **Phone Number**.
9. Leave **Your Current Email** field blank.
10. Select **Next step** and agree to privacy and terms.

Note: If creating several accounts, a phone number might be requested after selecting "Next Step." You may provide an alternate phone number that may be answered immediately or can receive a text message to confirm the Gmail account.

11. Record the Gmail account information on the printed [iPad Information Form](#) and submit the completed form to the bookkeeper and any other designated personnel from administration. A record of this information must be on file with the local school.

