



## How to create an e-mail address

Gwinnett County Public Schools (GCPS) is implementing a new Online Registration System—a system that will allow parents to safely and efficiently complete much of the paperwork required for school registration. To access this system and register a student, the parent/guardian must have an e-mail account. If you do not have an e-mail account, it is easy to create one (and most e-mail services are free).

### *How do I create an e-mail address if I don't have one?*

The first thing you will need to determine is which e-mail service you would like to choose. There are a number of services out there. We have highlighted three that are frequently used—Google's Gmail, Yahoo! Mail, and Microsoft's Outlook.



First select the provider you wish to use by visiting their web page to create an account.

Google's Gmail

<https://accounts.google.com/SignUp>

Yahoo! Mail

<https://login.yahoo.com/config/login>

Microsoft's Outlook

<http://www.microsoft.com/en-us/outlook-com/>

The process to create an account and set up an e-mail address is relatively easy to complete. The provider will ask for general information about the person requesting an e-mail account (first and last name, gender, etc.).

Once you have an e-mail account, you can begin the online registration process by going to your child's school website. Click the "Online Registration of Students" link. On the registration log-in page, you will be asked to create an account to register your child. Once you have created this account, you can proceed with the registration process.