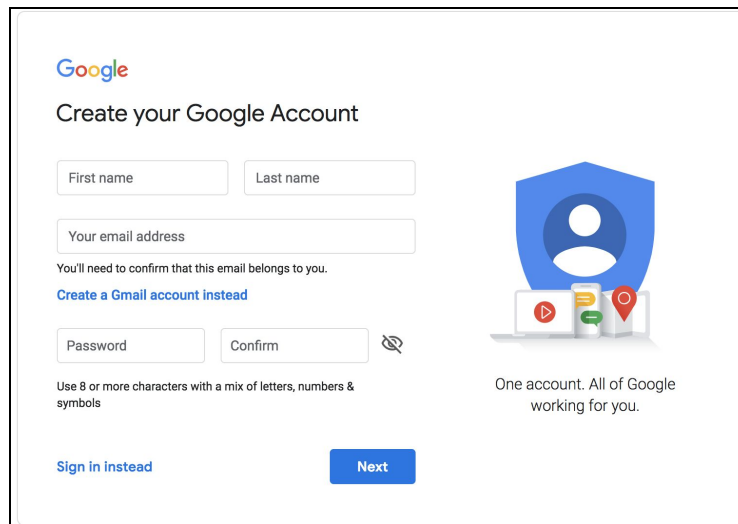


# Steps to access your new Civitas Google Team Drive!

1.

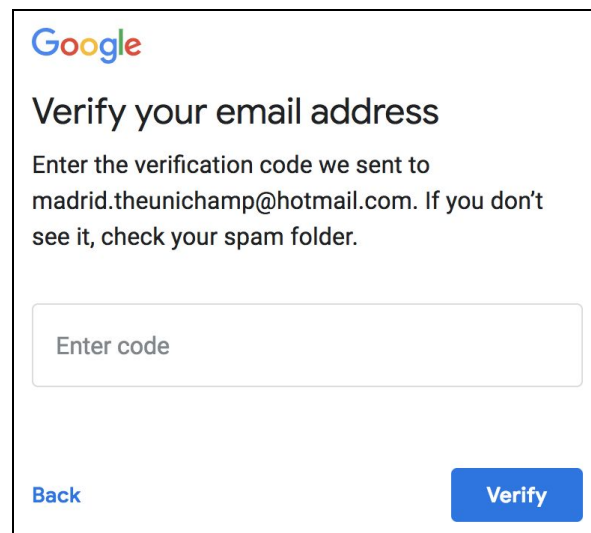
Civitas Customer Support will send link to create Google Account:

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



The screenshot shows the Google Account creation interface. At the top left is the Google logo. Below it is the heading "Create your Google Account". There are four input fields: "First name", "Last name", "Your email address", and "Password". The "Password" field has a "Confirm" field next to it and a small icon of a crossed-out eye. Below the "Your email address" field, there is a note: "You'll need to confirm that this email belongs to you." and a link: "Create a Gmail account instead". At the bottom left is a link "Sign in instead" and at the bottom right is a blue "Next" button. On the right side of the page, there is a graphic of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. To the right of this graphic is the text: "One account. All of Google working for you."

2.



The screenshot shows the Google Account verification page. At the top left is the Google logo. Below it is the heading "Verify your email address". The text below the heading reads: "Enter the verification code we sent to madrid.theunichamp@hotmail.com. If you don't see it, check your spam folder." Below this text is a large input field with the placeholder text "Enter code". At the bottom left is a link "Back" and at the bottom right is a blue "Verify" button.


### 3.

Google may require additional security steps when verifying your new account:

**Google**


### 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. *Standard rates apply*

 Phone number  
9152174777

9152174777

Back Manage...





Your personal info is private & safe

### 4.

**Google**

### Erik, welcome to Google

  
madrid.theunichamp@hotmail.com

 Phone number (optional)  
9152174777

We'll use your number for account security. It won't be visible to others.

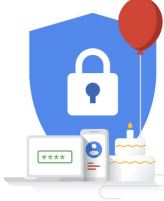
Month: January Day: 11 Year: 1900

Your birthday

Gender: Male

[Why we ask for this information](#)

Back **Next**



Your personal info is private & safe


5.

Google

## Get more from your number

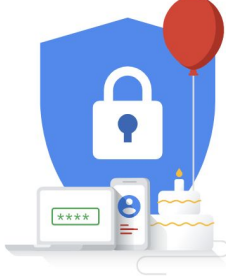
If you like, you can add your phone number to your account for use across Google services. [Learn more](#)

**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](#)



Your personal info is private & safe

6.

Google

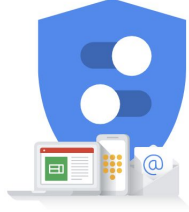
## Privacy and Terms

**Combining data**  
We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

**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](#) ▾

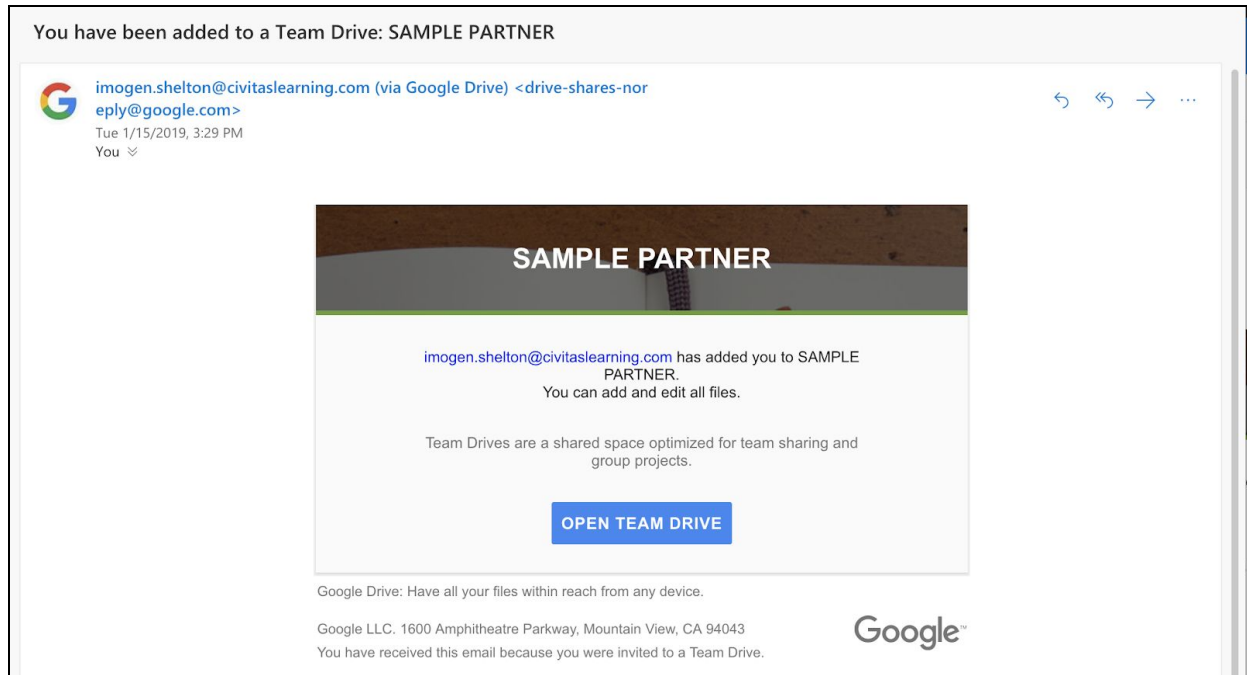
[Cancel](#) [I agree](#)



You're in control of the data we collect & how it's used

# 7.

Civitas Customer Support will grant you access to your new Civitas Team Drive, and you should receive an email notifying you with a link to the Team Drive:



**You're all set!**