Logging Into Gmail for the First Time

*Important*
You will need to register and change your password to meet the requirements below BEFORE logging into your Gmail account for the first time.

Password Requirements

- Minimum of 8 characters
- Password cannot be any of the past 5 previous passwords

1. Reset your Westmoreland password.
   a. Navigate to [http://my.westmoreland.edu](http://my.westmoreland.edu), but DO NOT login.*
   b. Click the “Forgot Password Link” where it says Change or Forgot your Password?

*If you have previously logged into the portal and are unable to bring up the portal login screen, select Reset Password under Popular Links on the portal home page.

   c. Enter your current **username** and **password** and click the login button.
d. Click the “Click Here” button after reading the benefits of self-service.

![Welcome to password self-service!](image)

- Password self-service: Reset password yourself when you forget it! Don't wait for the helpdesk!
- Self-service Account Unlock: Unlock the computer when you are locked out of it.
- Self-service Directory Updates: Update the changes in contact details yourself. And more...

Enroll now to enjoy these benefits! Click Here

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e. Choose two different security questions and supply answers. The answers to your chosen security questions must be at least five characters; otherwise, select a different security question.

f. Click "Enroll"

g. After enrolling you will see a tab at the top that says CHANGE PASSWORD, click there to change your password. Type in your old password and your new password twice, click Change Password.

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2. Go to gmail.com (Click SIGN IN if necessary)

3. If a personal or family member’s Gmail account is already displayed, see Switching Between Gmail Accounts instructions on the next page. If not, continue to Step 4.

4. Enter your full Westmoreland email address (student ex. smithj@my.westmoreland.edu; employee ex. smithj@westmoreland.edu), and click Next. (See first picture below)

5. Enter your new password (Remember that this is now your new password for the portal, email, school computers, and Blackboard.), and click Next. (See second picture below)
6. If asked, **Accept** the terms of use.

7. Set up a backup email and/or phone number if desired.

You should now have access to your new email account. Be sure to click on the ✴ in the upper right hand corner to access your calendar, contacts, drive, and other apps G Suite has to offer.

If you have any questions or need assistance please feel free to contact our IT Helpdesk at 724.925.5921 or email helpdesk@westmoreland.edu
Switching Between Gmail Accounts

If you have a personal Gmail account or you share a computer with someone who uses Gmail, you will need to switch between that account and your Westmoreland school account.

1. In the open Gmail account, on the upper right hand side, click on the circle with either your initial or picture displayed.

2. Click Add account.

3. If you receive a list of email accounts and the one you are looking for is not listed, select Use another account. If this list does not come up, skip to next step.

4. Sign in with the email address you want to access. Click Next.

5. Enter the password for that email account. Click Next.