## 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, but DO NOT login.\*
  - b. Click the "Forgot Password Link" where it says Change or Forgot your Password?

	MyWestmoreland Portal	
User couper		
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Need Help!		59
First time logging in? Click less Step-1	ts Step instructions	
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Change or Proper your Password? Club ***Student notial passwords are the im Example: p01254567	is have <u>Forgard Partoteouth Linds</u> name of your first same and last name followed by your full Student ID souther	
Harvag would registering for classes?	Call 734-925-4204	
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\*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.

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	Unlock Account Unlock your locked out account

d. Click the "Click Here" button after reading the benefits of self-service.



- e. Choose two different security questions and supplyanswers. The answers to your chosen security questions must be <u>at least five characters</u>; 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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New Patroand	ſ				
Confirm New Password :	1.				
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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. <u>smithj@westmoreland.edu</u>), 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)

Sign in	Welcome	
to continue to Gmail	😑 smithj@my.westmoreland.edu 🛩	
Email or shone smithli@cmy, westmoreland, edu	Enter your paeaword	6
Forgot email?		
	Forgot pessword?	Next
Not your computer? Use Gaest mode to sign in privately. Learn more		

- 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 <u>helpdesk@westmoreland.edu</u>

## 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**.

Google	Welcome	
Sign in	Welcome	
to continue to Gmail	emithj@my.westmorelan	d.edu 🛩
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smith)@my.westmoreland.edu		6
Forgot email?		
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Not your computer? Use Guest mode to sign in privately. Learn more		
Create account Next		

Step 4