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 name		
Password		
Need Help!		39
First time logging in? Click less <u>Sta</u>	- Its Step instruction	
Doc't know your sommene? Click for	er What is no Corrange?	
First time logging in? Click have <u>Sta</u>	-be-Step instructions	
Change or Stoget your Passrord? Cl ***Staden notal passroots at the Example: p01254567	ols have <u>Sprayed Parcoverd Linds</u> much of your first name and last name followed by your full Studiest ID souther	
Having trouble registering for closer	7 Call 734-925-4204	
W	ar Technology Help Desk at 724-925-5921.	

*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.

and the second s	
Update Your Profile Efficiently :	Sign in User Harnes
User Regulatedon Establish your Mentify Via regulation	Pessword Lugin
Salf Updata Applete view contact solite register	
Change Research Change your passwort using current passwort	Reset Password Reset your forgetten password
	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**.

hange Pataword linge your carrent dansin pa	nvarê.				
Old Password :					
New Patcound :	1				
Contine they Passound :	1		Ĩ		
	Animous length should be Mawl and contails 5 pass	e at wast T			

- 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)

Google Sign in	Google Welcome	
to continue to Groail	A smith@my.westmoreland.edu ~	
	O mundersharenerererer	
Email or phone	Enter your peerword	
smithl@my.westmoreland.edu	********	6
Forgot email?		
	Forget pessword?	nt.
Not your computer? Use Guest mode to sign in privately.		
Not your computer? Use Guest mode to sign in privately. Learn more		
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 Sign in	Google Welcome	
Sign in	vveicome	
to continue to Gmail	emithj@my.westmoreland	edu 🛩
Email or phone	Enter your peesword	
smith(@my.westmoreland.edu		6
Forgot email?		
	Forgot password?	Next
Not your computer? Use Guest mode to sign in privately. Learn more		
Create account Next		

Step 4