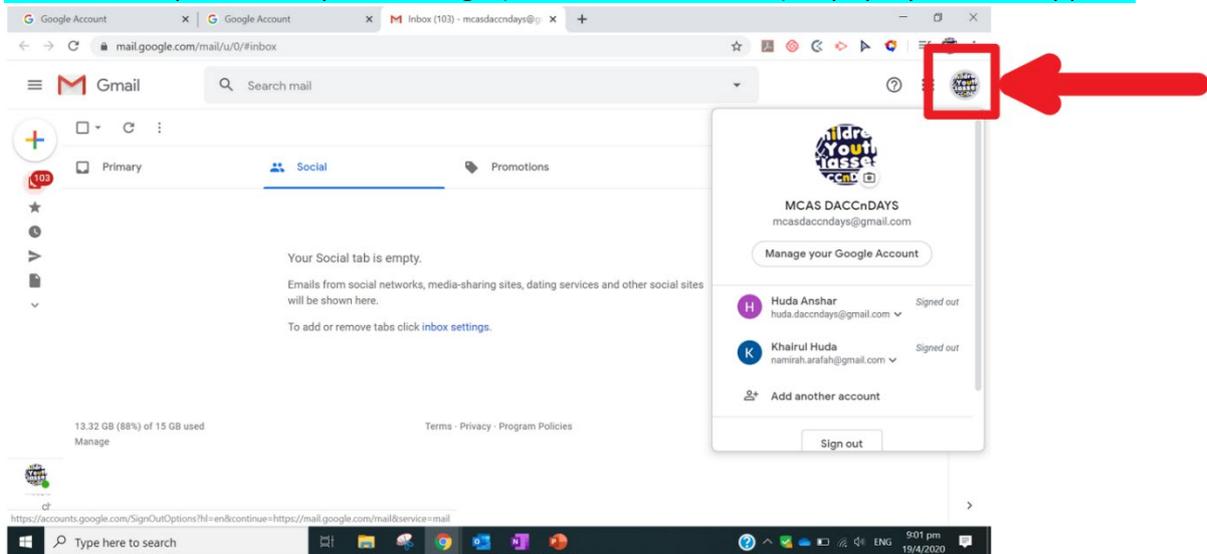
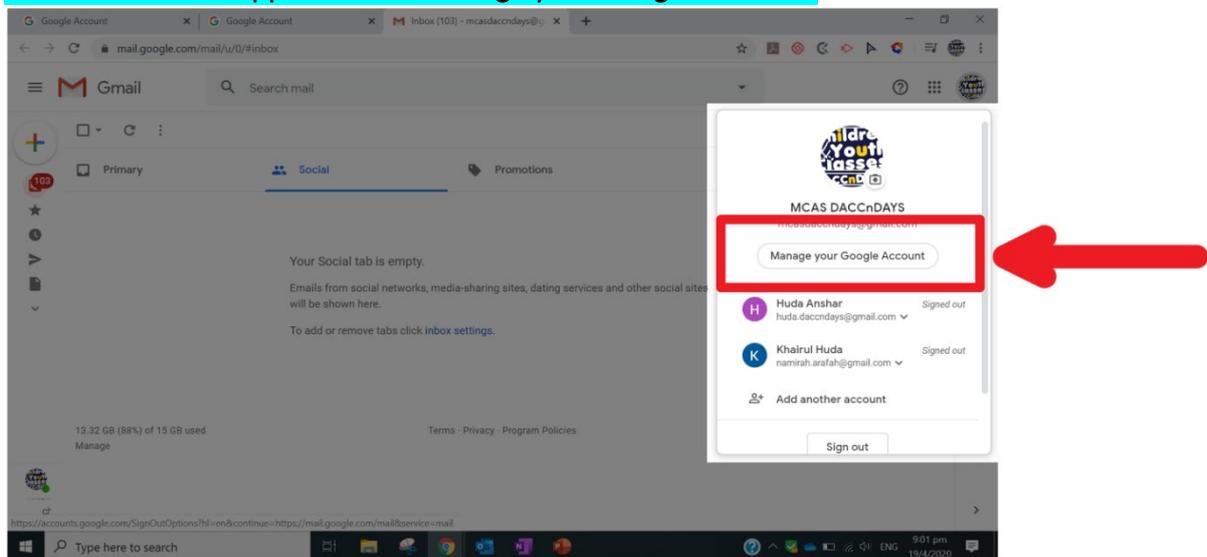


# Changing Gmail Account Name to Students Name

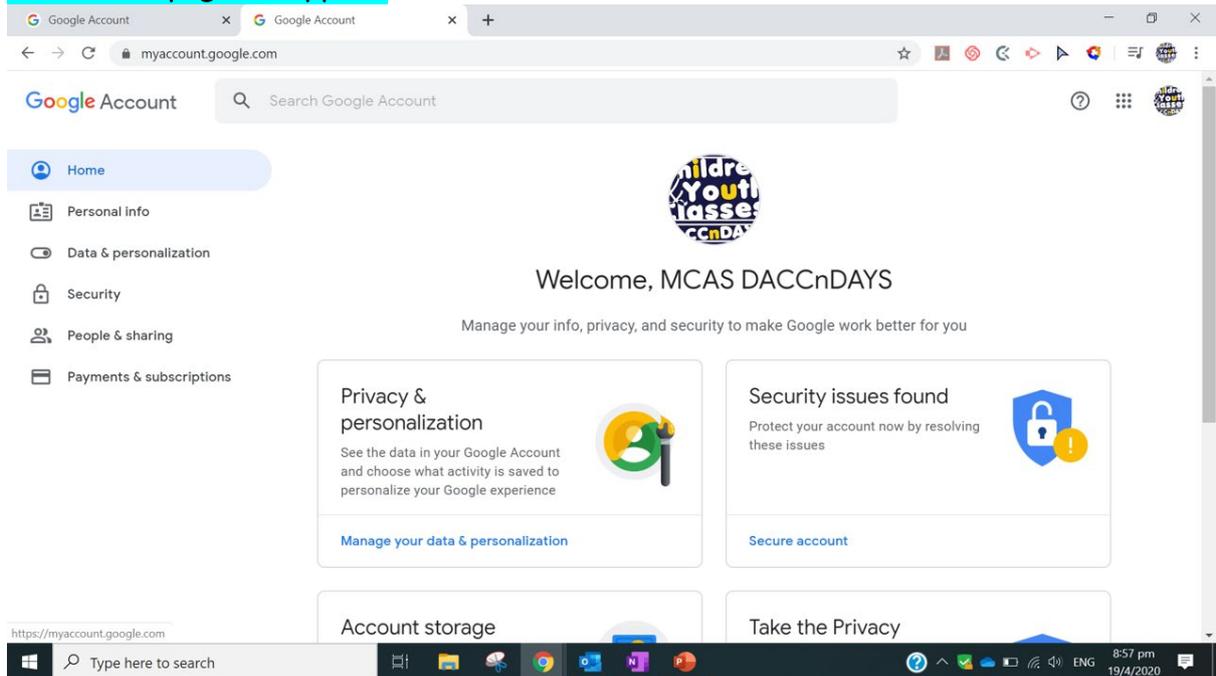
**STEP 1: Click your Gmail profile image (shown in the red box). A pop-up box will appear.**



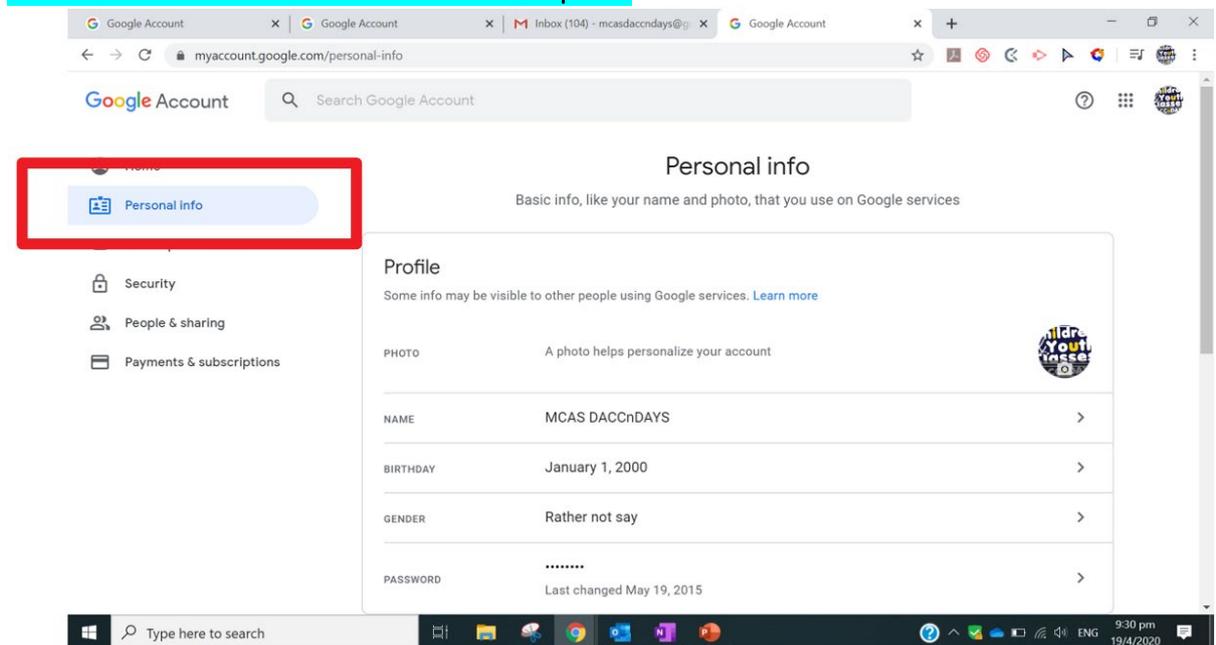
**STEP 2: A box will appear. Click "Manage your Google Account"**



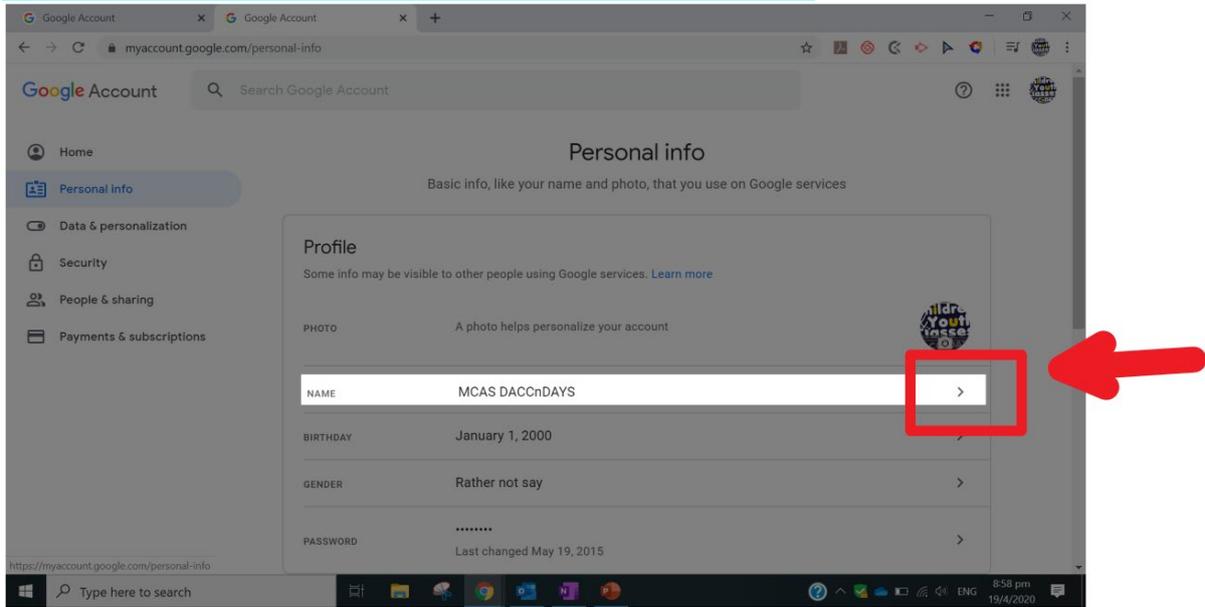
**STEP 3: This page will appear.**



**STEP 4: Click on "Personal Info" on the left panel**



**STEP 5: Click the arrow to the left of your Gmail account name.**



**STEP 6: Click the pen icon to edit your Gmail account name.**

Please ensure that the Gmail accounts are easily recognizable. This is to facilitate identification of students, grading of their assignments and keeping track of their assignments.

1. If the Gmail account used is the student's personal Gmail account please ensure that the Gmail account names reflect their full name.
2. If the Gmail account used is the parents Gmail account, please ensure that the Gmail account names reflect parents full name.

