

Access & Password Procedure for Google SGS Accounts

Step 1: Receiving Invitation by eMail from deansgs@ubotho.xxx to yourname@domain.xxx

I have invited you to share a Google Site:

SGS Applications

<https://sites.google.com/a/ubotho.com/sgs-applications/>

Google Sites are websites where people can view, share and edit information. To learn more, visit <http://sites.google.com/>

Step 2: Use link provided (<https://sites.google.com/a/ubotho.com/sgs-applications/> in example)

Click on '[Sign in with a different account](#)'

'Enter your email address' section appears.

Enter your email into the field: yourname@domain.xxx

! Use only the email address which has been used in the email to you (step 1), because only this email address has been given access rights to the Google Site referenced in the email (step 1).

Step 3: Sign in with your account (e.g. **yourname@domain.xxx**) by providing your 'Google Account Password'. If you use a Google gmail address, you also have an account and have to use the password set-up already. If you do not have a Google Account and Password, click '**Create an account now**' – see step 4. If you can't access your account, click on '**Can't access your account?**' and assistance will be provided. (UB or SGS do not know your password and cannot help you to recover it, but we can delete or replace your initial [email = account name] and change your access rights in regard to our Google Apps web sites.

You will be directed to the Google Site as indicated in the email (Step 1) and can access all information permitted.

Step 4: By creating the account, your email (e.g. **yourname@domain.xxx**) will be used as Google Account Name.

- You have to choose a password which has to be used for future sign-ins (see step 3) and re-enter it correctly.
- For security, better choose a password different from your provider's email account access password.
- Further down the page (see right), acknowledge the terms of reference and click the 'I accept – Create my Account' button.