Email Requirements for SA Leadership Academy (SALA)

1. [Click on this link](https://accounts.google.com/signup/v2/webcreateaccount?hl=en&flowName=GlifWebSignIn&flowEntry=SignUp) (accounts.google.com/signup)

Remember to press Ctrl key and then click on the above link.

1. Enter the first name as it appears in your Social Security card in the designated box. You must capitalize the first letter. Middle names are not required.

Example: Albert William Rodriguez

Type in the first name box: Albert

1. Enter your last name along with your date of birth in the last name box. (2 digits for month and date, 4 digits for the year)

Example: Albert William Rodriguez DOB December 1, 2000

Type in the last name box: Rodriguez12012000

If you have a second last name only enter the initial in capital letters.

Example: Albert William Rodriguez Garcia

Type in the last name box: RodriguezG12012000

1. Create your own password. Please make sure you write it down as SALA will not have access to this information.
2. Click next
3. Add and verify a phone number for your account
4. Click next
5. You have created your Gmail account once all the steps have been completed.