If you do not have a gmail account, but would like to complete the AISD referral form on-line, you can follow the steps below to connect your current email address to g-suite.

**Step 1**
Go to [accounts.google.com/signup](accounts.google.com/signup) or, if you’re already being prompted to sign in, click Create Account.

**Step 2**
Enter your first and last name as you want them to be displayed to others, then click Use My Current Email Address Instead and enter your current email address.

**Step 3**
Enter the password you will use to connect to G Suite, then click Next. Note: this does not have to be the same password as your email account.

**Step 4**
To verify your account, check the inbox of the email address you provided for a message from Google. Enter the code provided and click Verify.

**Step 5**
Enter the information requested, then click Next. Your phone number is optional, but will be helpful if you forget your password.

**Step 6**
Next, you’ll see the terms of use and privacy information. Click Agree to finish creating your account.