



# How to Create an Email Account with Georgia College 411

Go to: <http://gacollege411.org>

Click on the **Create an Account** button located in the upper left column.

## STEP 1 of 3

- **Enter your full name and date of birth** (Due to laws regarding children's online privacy, this system will not accept accounts created by persons under the age of 13.)
- **Check the box** next to the statement: *Check here if you do not have your own e-mail and would like to use your GAcollge411 account as your primary e-mail.*
- **Enter the username and password you would like to use.** Your username and password must be 5-12 letters long and cannot contain any spaces. Make a note of this information and keep it in a safe place.
- **Enter a password hint.** This is a question and answer that are used in case you forget or misplace your login information. An example of a password question is: What is your favorite color?
- Click the **Next** button.

## STEP 2 of 3

- **Enter your mailing address, phone number, grade level, and answer the remaining questions.** You do **not** have to enter a parent email address. You do **not** have to enter your guidance counselor's information.

## STEP 3 of 3

- This is the confirmation page. You are done!

### To access your new email account:

- Click on the **My 411** button located at the left side of the screen.
- Click on **My Mail**
- New messages will be listed under the **Inbox**
- Click on the **Subject** of the message to read your mail

**NOTE:** If you do not see an email message you are expecting, log out of your account and then log back in again.

**Be sure to explore the GAcollge411 site for all your college planning needs!**