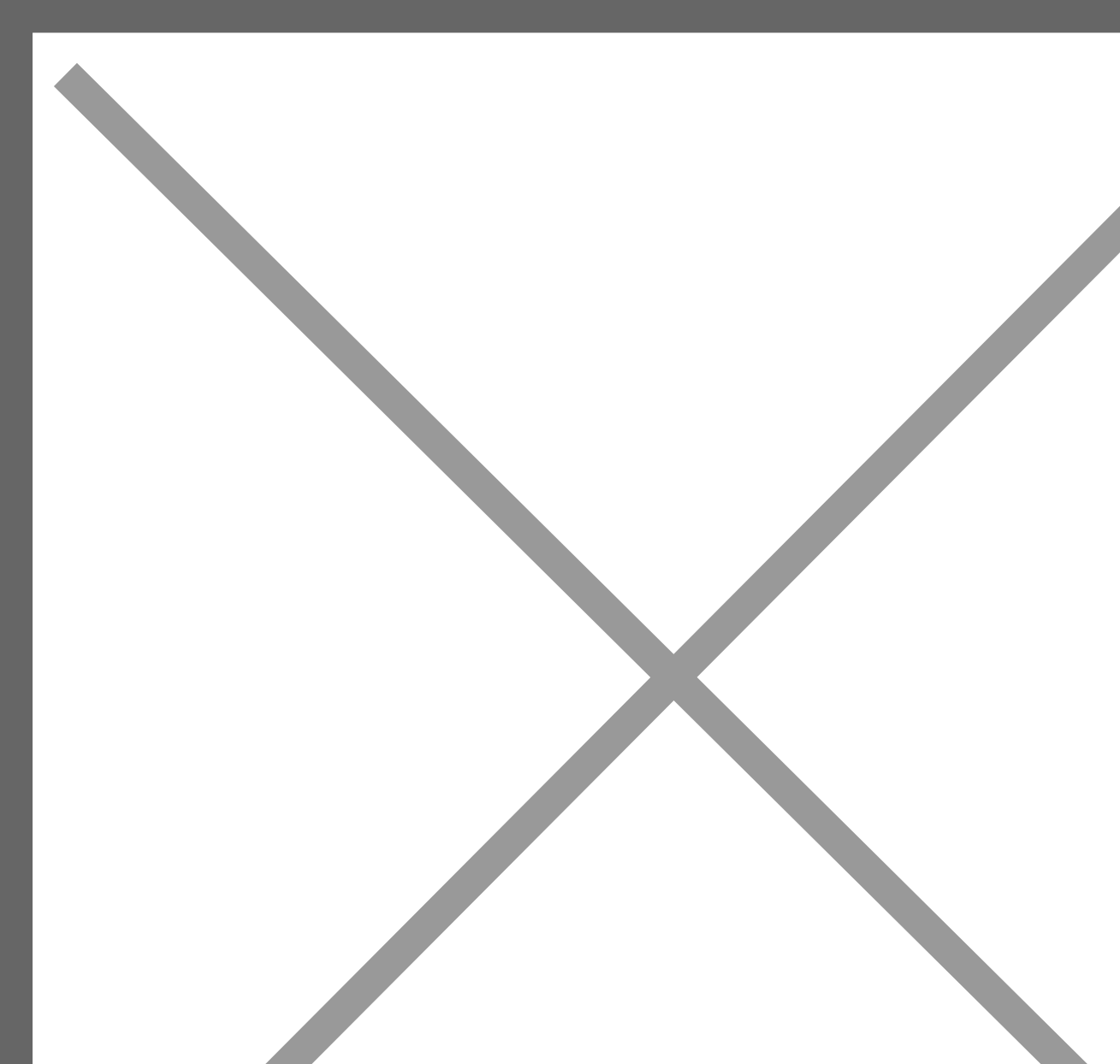
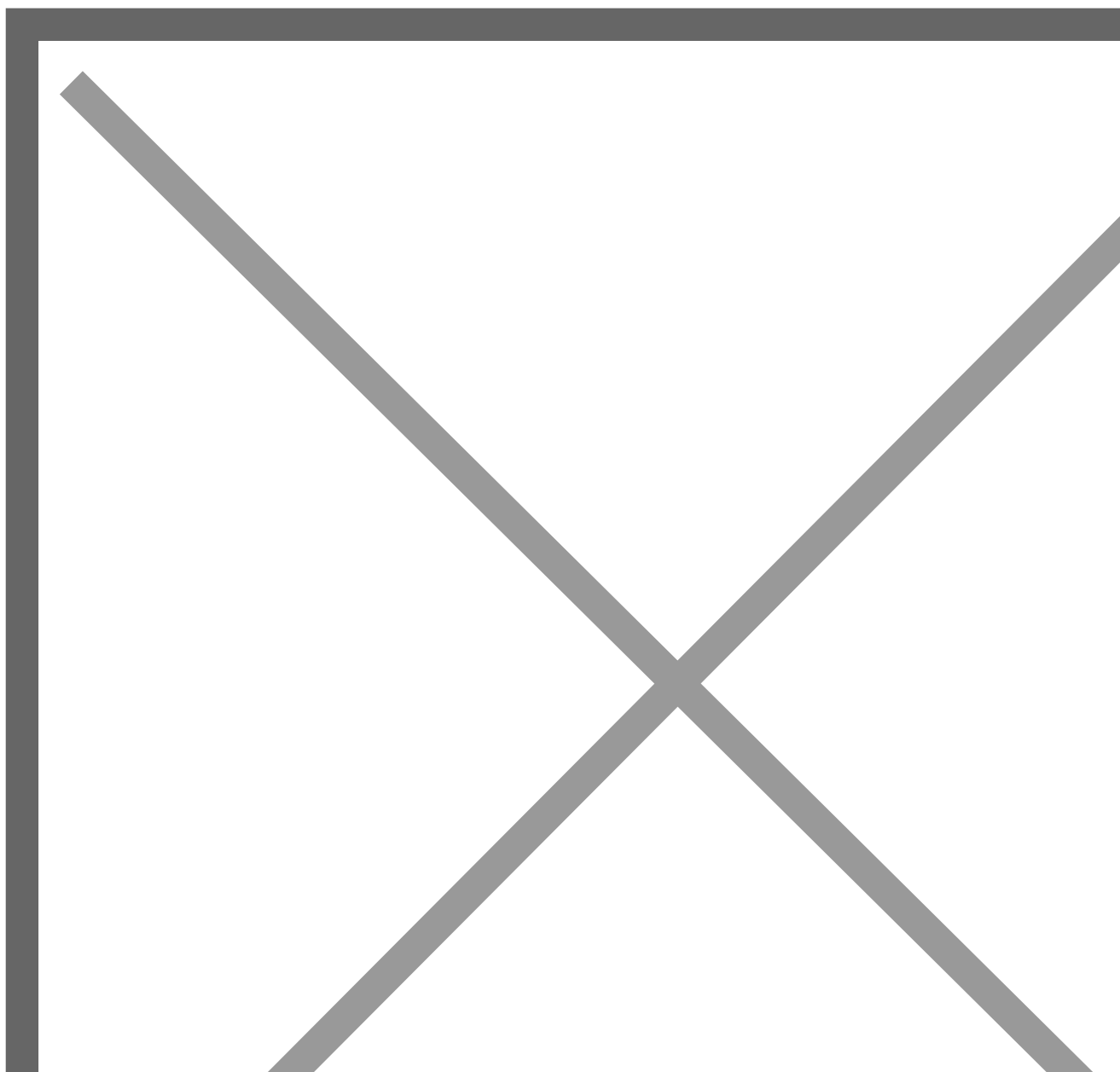


Encom: Claiming a Google Account

1. **Log in to your parent account and select the Student you are trying to add to the account:**



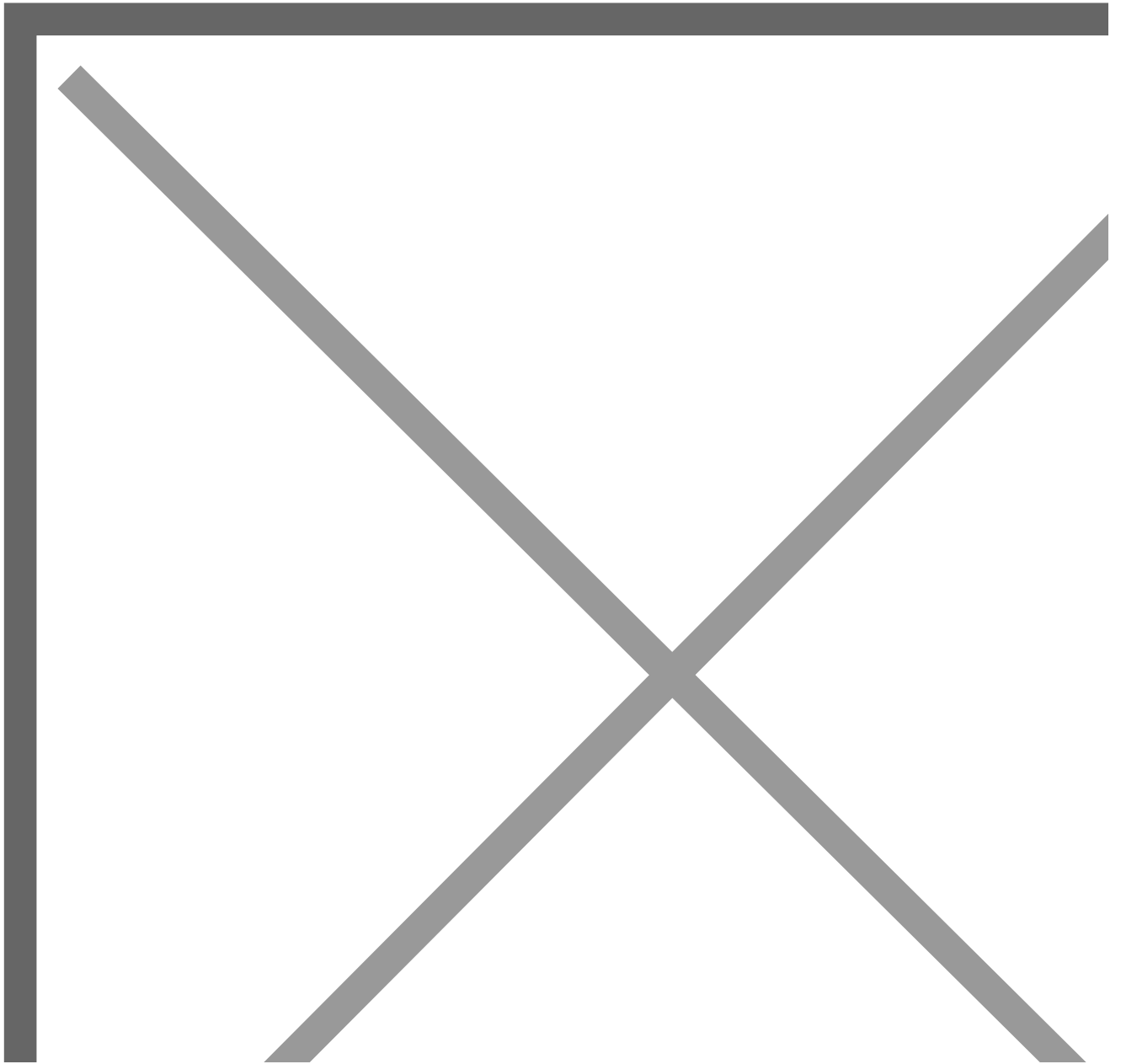
2. Select "Claim Google Account"



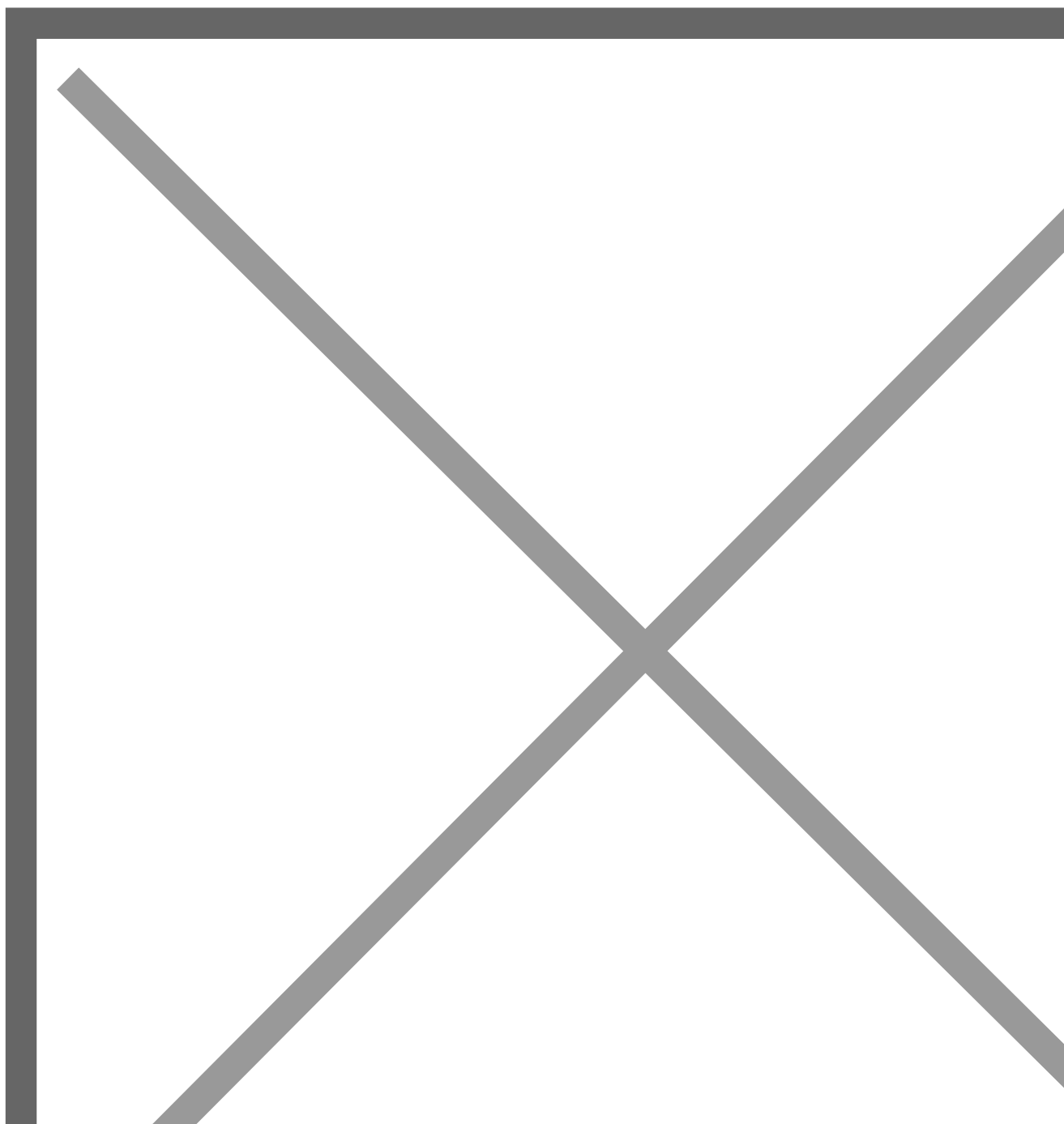
3. Enter the student's Google account email address, then select "begin verification":



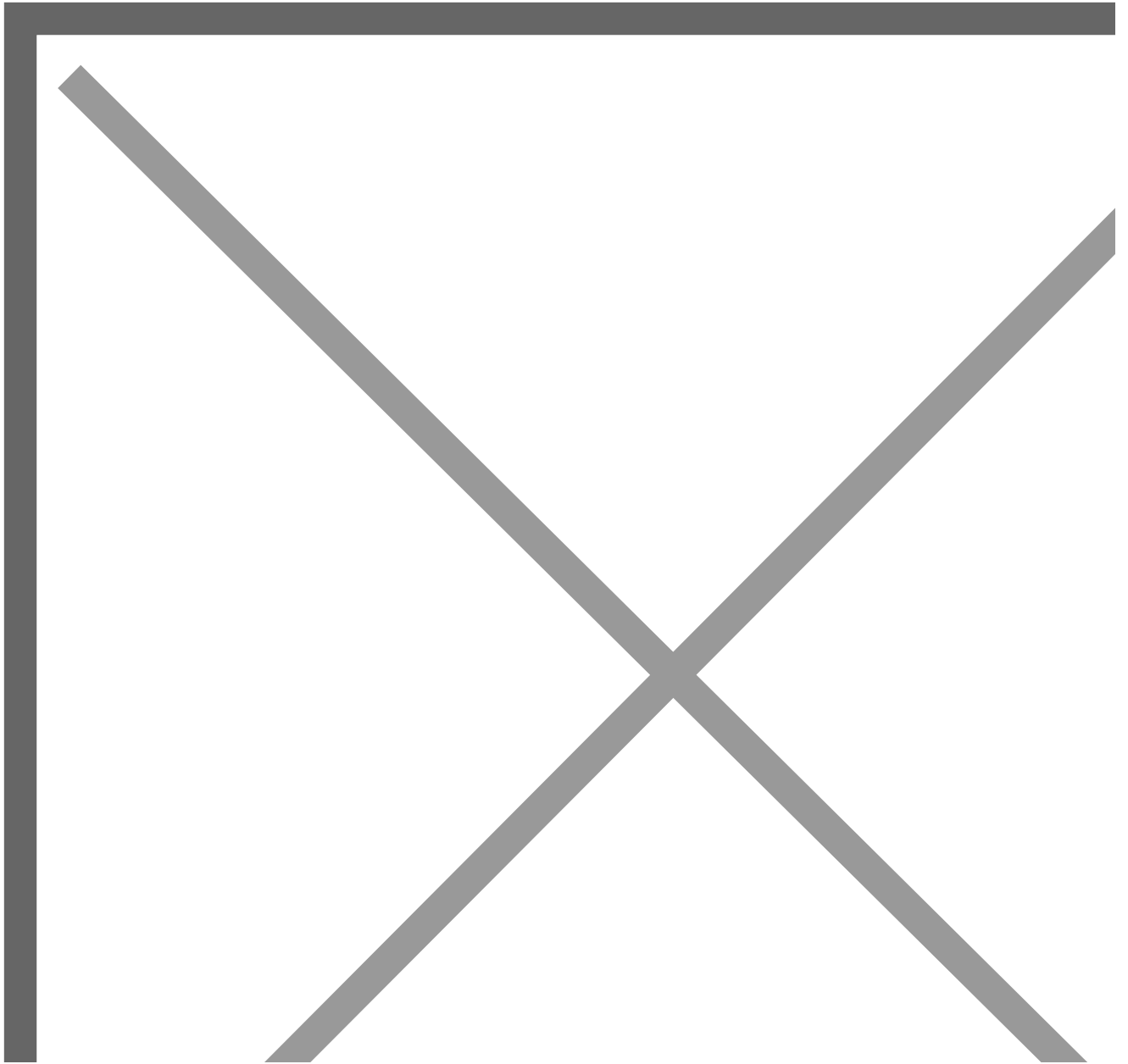
4. A verification email will be sent to the student's Google email:



5. Once you find the email, select "Claim this address".



6. Complete



If you are having difficulty completing the process, please contact tickets@onlineschool.ca for assistance.

Revision #5

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